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**INSTRUCTIONS FOR CHECKING AND REPORTING
PERFORMANCE**

(Applicable to All Farms in Area A)

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PART I. GENERAL INSTRUCTIONS

A. ORGANIZATION

(1) **State.**—The State performance supervisor for each State, under the direction of the administrative officer in charge, will be directly responsible for performance work in the State. Where necessary the State performance supervisor will be assisted by one or more district performance supervisors, who preferably should have had training and experience in engineering.

The State performance supervisor will be responsible for seeing that schools of instruction are held for the training of district and county performance supervisors and local performance reporters regarding crop and land use classification, methods to be used in measuring land, procedure to be followed in checking performance, care of materials used, and the filling-out of necessary forms and reports.

Representatives of the State office must spot-check a minimum of 2 percent of all farms in the State on which performance is checked, including at least one farm checked by each performance reporter, to determine that performance data have been properly reported and field acreages properly computed. In making the spot-check particular attention should be given to those items of performance which involve the exercise of judgment on the part of the performance reporter. A portion of the spot-checking must be done early in the period of performance-checking, and spot-checking shall be continued as the checking of performance progresses.

(2) **County.**—The county administrative assistant, where employed, will have immediate supervision of the performance work in the county. In counties where no county administrative assistant is employed, and in counties where one is employed but the large volume of work makes it impossible for him to give personal supervision to the performance work, one or more county performance supervisors may be employed to supervise performance work and make frequent checks on the work of performance reporters.

Performance reporters shall be employed for the purpose of checking performance and making a report thereof on all farms on which cotton or tobacco is grown in 1939 or in connection with which an application for a rice or wheat price adjustment payment is to be filed under the 1939 Price Adjustment Program, and on all other farms covered by work sheets except those where none of the interested persons expects to file an application for payment under the 1939 Agricultural Conservation Program in the county. Performance reporters must be capable and dependable and must show by written examination that they have the necessary qualifications. The work of each performance reporter must be personally checked by the county administrative assistant (or a county performance supervisor, where employed) within a week after he starts to work, to determine whether he is doing a satisfactory job. **Any performance reporter whose work is found to be unsatisfactory shall be promptly dismissed.**

A performance reporter is not eligible to check any farm in which he has any sort of financial interest or any farm owned or operated by a near relative. Since county committeemen are charged with the responsibility of approving applications for payment under the agricultural programs, they are not eligible to serve as performance reporters or as county performance supervisors.

Where it is necessary to make an engineering check of terracing or dam building to determine that the terraces or dams have been constructed in accordance with approved specifications, it is suggested that one capable man be employed to handle this job for the entire county. Such checking can be accomplished more quickly and with less expense if postponed until near the end of the year.

B. CHECKING PERFORMANCE

Each performance reporter must be thoroughly familiar with Southern Region Bulletin 301A or Southern Region Bulletin 301 for Sherman County, Tex., in that county (hereinafter referred to as SRB-301), SR-Leaflet No. 301-A, and approved specifications for the carrying-out of soil-building practices. He should also thoroughly familiarize himself with Form SR-312, "Performance Report" (hereinafter referred to as Form 312), Form SR-312A, "Supplement to Performance Report" (hereinafter referred to as Form 312A), Form SR-111, "Farm Map," where used, and with the instructions set out in this bulletin and in the applicable supplement thereto respecting soil-building practices. Form SR-111 will be used only in those counties where performance is checked by some method other than with enlargements of aerial photographs (hereinafter referred to as enlargements) or other accurate maps.

It is necessary in all cases that the farm operator (or his authorized representative) assist the performance reporter in making the check of performance on the farm. It is therefore suggested that the farm operator be notified as far in advance as possible of the approximate date on which performance on his farm is to be checked.

(1) **Aerial photographs.** (a) **CARE OF ENLARGEMENTS.**—Since enlargements are of considerable value, one person in each county office in which they are in use should be designated to check them out and guard against shortage and misuse of same. Proper filing space should be provided in the county office for enlargements, tracings, blueprints, and other material or equipment used in the permanent mapping program. In order to prolong the usefulness of the enlargements, only such data as farm identification, farm boundaries, field outlines, and field numbers shall be recorded directly thereon, and this shall be done by the use of uniform legends neatly and legibly inscribed.

Performance reporters must be provided with suitable carrying boards on which to fasten the enlargements while using them. Thumb-tacks, tape, and binders which will injure the enlargement must not be used. Enlargements should never be rolled or folded and should always be used on a firm, flat surface. An oilcloth cover, slightly larger than the carrying board, should be carried in the field to protect the enlargements from inclement weather, and special care should be taken to protect them from hand-moisture and grit, since either will easily damage the enlargement and planimeter.

(b) **WORKING AREA OF ENLARGEMENTS.**—The normal working area of an enlargement is considered to be the central portion thereof, bounded by lines which equally divide the overlapping areas of adjoining enlargements. It is suggested that lines which equally divide the areas overlapped by adjoining enlargements be drawn on each enlargement to indicate the normal working area thereof. Each performance reporter should be cautioned to work inside of these lines

where practicable. However, it is permissible to work slightly outside of this area where necessary to complete the indication of the boundary of a field or farm on the same enlargement. When it is necessary to show part of a farm on one enlargement and the remainder on another, special care should be taken in recording the dividing line on each enlargement.

(c) **USE OF ENLARGEMENTS IN THE FIELD.**—Each performance reporter shall be assigned definite areas for checking performance, and the enlargements covering such areas shall be turned over to him, together with the corresponding Forms 312 and 312A showing the required information in the heading and in section I thereof. Only a sufficient number of enlargements to provide 2 to 6 days' work should be issued to a performance reporter at one time, and a receipt showing the numbers of the enlargements issued should be obtained from him. At least once a week the performance reporter should be required to return to the county office all enlargements on which performance has been checked.

Before beginning the detailed check of performance on a farm, the performance reporter and the farm operator should examine the enlargement and identify the farm boundaries. Farm boundaries should be indicated on the enlargement by a red, soft-wax pencil mark (not exceeding one-half inch in length) in both directions at each corner of the boundary and at each change in direction of the same. Every effort must be made to avoid making unnecessary marks, records, or notations on the enlargements. All fields on the farm, that is, all areas of land tilled in 1939 or tilled in regular rotation, all commercial orchards, all noncrop open pasture land, and any other land on which an approved soil-building practice has been carried out, which have permanent or semipermanent boundaries (such as streams, roads, fence lines, etc.) shall be numbered on the enlargement with a blue or black soft-wax pencil, and the field numbers assigned in a numerical sequence. Where a field is devoted to two or more crops or land uses in 1939¹ or is devoted to a soil-depleting crop which is cultivated by two or more persons, the separate plots shall be considered as fields and given **a, b, c** designations preceded by the field number. For example, **12a, 12b, 12c**, etc.

If changes have occurred in the field boundaries or dividing lines since the enlargements were last used, the performance reporter shall erase inapplicable field boundaries and dividing lines from the enlargement. In such cases, and also where field boundaries or dividing lines between crops or practices do not show plainly on the enlargement, sufficient ground measurements from features which can be identified on the enlargement shall be made with a chain or tape so as to locate definitely the new field boundaries or dividing lines on the enlargement. The performance reporter shall then trace thereon with a sharp-pointed blue or black soft-wax pencil the new field boundaries and dividing lines. Field boundaries should be indicated by solid lines and dividing lines should be indicated by dotted lines.

¹ Where all of the plots in a field are devoted to nondepleting crops or land uses or to general soil-depleting crops, it is not necessary to identify the separate plots individually, except where an approved soil-building practice is involved. Likewise, it is not necessary to identify the separate land uses where small plots in a field are devoted to a different crop or land use and such plots are too small to be properly identified on the enlargement or where terraces are considered as devoted to one crop or land use and the land between the terraces is devoted to another crop.

The crops grown and soil-building practices carried out on each field or plot, together with the names and shares of the persons interested therein, shall be entered on Forms 312 and 312A in accordance with the instructions set out in parts II and III of this bulletin. Under no circumstances should the performance reporter attempt to identify the crops or land uses directly on the enlargements.

After checking all of the fields on the farm, numbering all of them on the enlargement, and identifying all crops, land uses, and soil-building practices on the Forms 312 and 312A, the performance reporter and farm operator should carefully examine both the enlargement and Forms 312 and 312A to determine that all essential information has been entered thereon. This procedure should preclude the necessity of a return visit to the farm to check some minor detail.

(d) **SPECIAL EQUIPMENT NEEDED IN COUNTIES USING ENLARGEMENTS.**—County offices should be equipped with the following:

- One or more planimeters or rotometers.
- One filing case for enlargements and photo-index maps.
- A supply of art-gum erasers and soft-wax pencils of various colors.
- One or more large tables.
- A sufficient number of magnifying glasses.

Performance reporters going to the field should be equipped with the following:

- One chain, 66 feet long, divided into tenths.
- One suitable carrying board for use in working with the enlargements in the field.
- One oilcloth cover for the carrying board.
- A number of blue (or black) and red soft-wax pencils.
- One or more art-gum erasers.
- One 6-inch ivory-covered scale, graduated to fiftieths or hundredths of an inch.
- One magnifying glass.
- One plotting needle.

(2) **Plane-table maps.**—The method of checking performance by use of plane-table maps will be similar to that employed in checking performance by use of enlargements. (See SRM-217 for detailed instructions.)

(3) **Other methods.**—Where enlargements, plane-table maps, or other accurate measurements are not available in 1939, performance shall be checked by chaining or some equivalent method and a map of each farm prepared by means of the farm-sketch method. A sketch should be drawn on Form SR-111 by the performance reporter, showing the relative position of all fields and physical features.

The applicable portion of the instructions relating to the use of enlargements in the field shall be followed by the performance reporter. Field areas shall be calculated from the measurements of the sides, diagonals, or other principal dimensions. Calculating field areas by this method requires that the field be "sized up" very carefully before measurements are made. First, the general shape of the field must be determined. If necessary, a rough preliminary sketch of the field should be made on scratch paper to determine how to measure it or how to divide it into measurable plots. If the land is irregular in elevation or the length of a dimension is so great that a definite point

cannot be clearly seen, the performance reporter may establish the line by sighting on a person standing on an elevation or at a convenient point. Each dimension measured shall be recorded directly on the corresponding line on the map, in order that the area of each field or plot may be determined in the county office.

Each Form SR-111 should have recorded thereon the information required in the heading thereof, the number and dimensions of each field or plot, the date of preparation, and the signature of the performance reporter. In all cases the Forms SR-111 should be checked in the county office, and if desirable the sketch may be redrawn to a more nearly exact scale. In the case of row crops, the distance allowed around the edge of the crop area as the outside boundary thereof is one-half of the width of the average row.

The following equipment will be needed by each performance reporter:

One chain, 66 feet long, divided into tenths.

A supply of surveyor's pins.

One sketching board.

Pencils and other material necessary for making a map.

C. CALCULATING ACREAGES IN COUNTY OFFICE

Where enlargements or other accurate maps are used, field and plot acreages shall be determined in the county office by the use of planimeters or rotometers. The instructions for the care and use of planimeters and rotometers furnished by the manufacturer with each instrument must be carefully followed.

It is suggested that the county office set up a 3 inch x 5 inch index card similar to the following for each farm before beginning the computation of field acreages:

<u>JOHN H. DOE</u>		<u>Farm Serial No. 192</u>						
(Name of Operator)		<u>Enlargement Nos. 5000-12</u>						
Field No.-----	1	2	3	3a	3b	3c	4	5
Acreage-----								
Field No.-----	6	6a	6b	7	8			
Acreage-----								
Field No.-----								
Acreage-----								

Such a card would serve as a ready reference for field and plot acreages in completing Forms 312 and 312A, and would make it unnecessary to redetermine all field acreages under future programs.

The field numbers would be entered from Forms 312 and 312A or from the enlargement or map. The field numbers should be listed on the index card in numerical sequence in order to facilitate the location of such field numbers at the time of transfer of acreages from the card to Forms 312 and 312A.

The total acreage in each field must be computed separately and exactly. The sum of the acreages in the various plots of a field must exactly equal the total acreage computed for the field when measured as a whole. The plot acreages shall be adjusted where necessary so that the sum of such acreages equals the total acreage in the field.

Where acreages are reported in tenths of acres, fractions of tenths amounting to half a tenth or less shall be dropped and those amounting to more than half a tenth shall be considered a whole tenth. Where only whole acres are used, fractions of acres amounting to half an acre or less shall be dropped and those amounting to more than half an acre shall be considered a whole acre.

D. MULTIPLE FARM HOLDINGS

If a person expects to file an application for payment under the 1939 Agricultural Conservation Program with respect to one farm, all farms in the same county which he operates or rents to other persons for a share of the crops produced thereon must be checked for performance.

E. REPORTS

(1) **By performance reporter.**—Each performance reporter shall mail or bring to the county office at the end of each day a report showing the farm serial numbers of all Forms 312 and 312A prepared by him that day. For this purpose the county office should furnish each performance reporter an adequate supply of "Official Business" envelopes, addressed to the secretary of the county agricultural conservation association.

(2) **By county office.**—Each county office shall mail a report to the State office on Saturday of each week throughout the period of performance-checking, showing the following information for the week which ended the Thursday night of that week:

- (a) The number of farms on which performance was checked.
- (b) The approximate total tilled acreage included in the farms checked. (The 1938 tilled acreage figures may be used for this purpose.)
- (c) The labor cost of performance reporters and chainmen.
- (d) The number of farms for which field acreages were computed in the county office.
- (e) The labor cost of computing field acreages.

The State office may also require that the information in items (a), (b), and (c) above be shown for each performance reporter.

As soon as the job of checking performance has been completed in a county, the county office shall notify the State office of this fact, giving a summary of the information included in the weekly reports and also listing the serial numbers of all work sheets covering farms on which performance has not been checked.

PART II. EXECUTION OF FORM 312

Only one copy of Form 312 need be prepared, and in all cases it will cover the land covered by a single work sheet.

If one Form 312 is not sufficient for reporting all data for the farm, additional Forms 312 marked "Continuation sheet" should be prepared, properly identified, and attached to the original form. Where additional forms are prepared, the number of such forms used shall be entered below section II of the original Form 312 in the space provided following the words "Number of additional sheets."

The entries to be made on Form 312 by the performance reporter when he visits a farm have been indicated by dotted lines. All other entries will be made in the county office.

The instructions set out below shall be followed in making entries in the spaces indicated on Form 312:

A. HEADING

State and county code and farm serial number.—Enter these numbers from the corresponding Form SR-301, "Farm Work Sheet" (or the Form SR-101 if Form SR-301 has not been prepared), before the Form 312 is taken to the field.

Enlargement numbers.—Enter the number(s) of the enlargement(s) (if used) covering the farm in question. If the farm has been assigned a number on the enlargement, such number should be entered immediately following the enlargement number(s). This information shall be entered before the Form 312 is taken to the field.

Location of farm.—Enter the location or description of the farm from the corresponding Form SR-301 (or Form SR-101) before the Form 312 is taken to the field.

B. SECTION I. NAME(S) AND ADDRESS(ES) OF OPERATOR AND LANDLORD

Enter this information from the heading of Form SR-301 (or Form SR-101) before the Form 312 is taken to the field. If the operator is a cash, standing-rent, or fixed-rent tenant, his status shall be entered in parentheses immediately following his name. For example, "(Cash tenant)."

Where separately owned tracts of land are covered by one work sheet, the names and addresses of all landlords interested in such tracts shall be entered. Where the landlord rents the entire farm to another person for cash, standing rent, or fixed rent, and the tenant who so rents the farm is not also the operator, enter the name, address, and status of such person below the name and address of the landlord. For example, "John H. Doe, Route 1, Waco, Tex. (Cash tenant)."

C. SECTION II. SOIL-DEPLETING CROPS

Field No.—Enter from the enlargement or map the number of each field or plot (hereinafter referred to as field) on which a soil-

depleting crop is grown in 1939.² If two or more soil-depleting crops are grown on the same acreage in 1939, the field number shall be entered on a separate line for each such crop. For purposes of assigning field numbers on the enlargements or maps, any field which has been double-cropped on only a portion thereof should be broken down into separate fields. For example, if a crop of potatoes is grown on field number 14 in 1939 and cotton follows the potatoes on one-half of such field, the portion of the field on which only potatoes are grown would be numbered 14a and that on which the cotton followed the potatoes would be numbered 14b.

Field numbers need not be listed on Form 312 in numerical order.

Name of crop.—Enter the name(s) of the soil-depleting crop(s) grown on each field. **It is essential that every soil-depleting crop grown on each field in 1939 be reported.**

The soil-depleting crop classification set out in SRB-301, and repeated below for convenience, must be strictly followed:

(1) **Corn** planted for any purpose, except sweet corn or popcorn grown in home gardens.³

(2) **Tobacco** harvested for any purpose.

(3) **Grain sorghums** planted for any purpose (except when a good stand and a good growth is plowed or disced under as a green manure crop before heading, in the following counties in Texas and in all counties in Texas lying east of these counties; Montague, Wise, Parker, Hood, Somervell, Bosque, Coryell, Bell, Williamson, Travis, Hays, Comal, Bexar, Wilson, Karnes, Bee, San Patricio, Nueces, and Kleberg).

(4) **Cotton** which reaches the stage of growth at which bolls are first formed.⁴

(5) **Sugar beets** planted for any purpose.

(6) **Rice** planted for any purpose.

(7) **Peanuts** harvested for nuts or dug for hay.

(8) **Broomcorn** harvested for any purpose.

(9) **Annual truck and vegetable crops** (including melons and sweet-potatoes) planted for any purpose, except when grown in home gardens.

(10) **Perennial truck and vegetable crops** (including strawberries) harvested for any purpose, except when grown in home gardens.

(11) **Potatoes** planted for any purpose, except when grown in home gardens.

(12) **Canning peas and freezing peas** harvested for any purpose, except when grown in home gardens.

² Where the planted acreage of wheat has been reported on Form SRM-304, "Report of 1939 Wheat Acreage," in connection with the 1939 Price Adjustment Program, it will not be necessary for the performance reporter to check the fields of wheat on the farm or report them in section II of Form 312. In such cases, the words "Wheat from SRM-304," shall be entered on the first line of section II of Form 312 in the column headed "Name of crop," and the total wheat acreage figure obtained from column C, section III of Form SRM-304 shall be entered on the same line in the subcolumn headed "First crop" and on the line captioned "Total crop acreages" in the column designated for wheat data in section II of Form 312. The Form SRM-304 shall then be securely fastened to the Form 312, to support the total wheat acreage figure entered on the latter form and also to show the division of wheat acreage among the interested persons on the farm.

³ As used herein the term "home garden" means acreage devoted to small fruits and vegetables which are entirely consumed on the farm.

⁴ Acreages of cotton the staple of which is 1½ inches or more in length shall have the notation "1½ inches," followed by the kind, inserted after the name of the crop and in all cases shall be considered as a general crop. Land planted to pure strains of Sea Island cotton or American-Egyptian cotton, both of which can be readily identified by their botanical characteristics, will be considered to be planted to cotton having a staple of 1½ inches in length. All other kinds of cotton shall be considered to have a staple of less than 1½ inches unless it has been officially determined by the United States Department of Agriculture that the staple of all cotton produced on the field in question in 1939 is 1½ inches or more in length.

(13) **Wheat** planted (or considered as planted in accordance with the definition set out in SRB-301) for any purpose on farms for which wheat acreage allotments are established.

(14) **Wheat** (on farms for which no wheat acreage allotments are established) **oats, barley, and rye**, or mixtures containing such crops, on any farm (a) when harvested for grain; and (b) when harvested for hay, except (i) when such crops are used as nurse crops for legumes or perennial grasses of which a good stand is established in 1939⁵, and the nurse crop is cut green for hay, or (ii) when such crops are grown in a mixture containing at least 25 percent by weight of winter legumes.

(15) **Flax** planted for any purpose, except when used as a nurse crop for biennial or perennial legumes or perennial grasses of which a good stand is established in 1939.⁵

(16) **Sweet sorghums** harvested for grain, seed, or syrup.

(17) **Sudan grass or millet** harvested for grain or seed.

(18) **Soybeans** harvested for seed for crushing.

(19) **Summer-fallow acreage** not protected from wind and water erosion by methods approved by the State committee.

(20) **Castor beans** harvested for any purpose.

In the case of any crop found growing on the farm which may be classified as either soil-depleting or nondepleting, depending upon the disposition made of such crop, the same shall be reported as soil-depleting in section II of Form 312 and the farm operator shall be instructed to notify the county office if such crop is disposed of in a manner which would result in its being classified as nondepleting. Upon proper verification of such notice from the farm operator with respect to a given crop, the necessary corrections shall be made in sections II and III of Form 312.

Where two or more soil-depleting crops are grown on the same acreage in 1939, the names of such crops shall be entered on separate lines.⁶ In such cases the land shall, with the following exceptions, be classified as planted 100 percent to each soil-depleting crop grown thereon if the crops are grown consecutively, and shall be classified in accordance with the actual acreage occupied by each such crop if the crops occupy the land at the same time:

(1) Where commercial vegetables (or potatoes) and a crop for which a special acreage allotment is established are grown on the same acreage, 100 percent of the land shall be considered as planted to the crop for which the special acreage allotment is established irrespective of the width of the rows of the special crop, and 100 percent as planted to commercial vegetables (or potatoes) if the commercial vegetables (or potatoes) are planted in rows of normal width. If the commercial vegetables (or potatoes) are planted in rows which are approximately twice as wide as the normal spacing between rows of such crops when

⁵ In cases where a good stand of such legumes or grasses is not on the farm at the time of final checking of performance, a good stand of such legumes or grasses shall be considered as having been established if the county committee finds that such legumes or grasses were seeded in a workmanlike manner and (a) failure to secure and maintain a good stand was due to flood or drought conditions which prevented the establishment of a good stand on farms generally in the community, or (b) failure to have a good stand was due to grasshoppers or other insects and the farm operator has made every reasonable effort to prevent damage by such insects, including in any event cooperation in the insect control programs of the Bureau of Entomology and Plant Quarantine in any area in which such programs are in effect.

⁶ Where a soil-depleting crop follows wheat on a given field in 1939 and the separate fields of wheat are not reported in section II of Form 312 by reason of the fact that the acreage of wheat on the farm has already been reported on a Form SRM-304, the fact that the crop follows wheat must be indicated after the name of the crop. For example, "Cotton, following wheat."

planted alone, only 50 percent of the land shall be considered as planted to commercial vegetables (or potatoes).

(2) Where cotton and peanuts are grown in alternate rows, the entire acreage shall be reported as planted to cotton.⁷ If the distance between the rows of cotton is twice the usual distance for cotton planted alone, the classification shall later be changed to 50 percent cotton and 50 percent peanuts **in cases where the peanuts are harvested for nuts or dug for hay.**

Where a soil-depleting crop (1) is strip-cropped with a nondepleting crop or land use, or (2) is grown between terraces which are devoted to a nondepleting crop or land use, the entire acreage shall be considered as devoted to the soil-depleting crop and shall be reported only in section II; *Except*, That if the strips occupied by the nondepleting crop or land use are three rows or more (at least 10 feet) in width, the acreage shall be classified as part soil-depleting and part nondepleting on the basis of the actual acreage occupied by the soil-depleting strips and the actual acreage occupied by the nondepleting strips (each nondepleting strip being measured from a point 21 inches from the outside of the adjoining strips of the soil-depleting crop). If a field is classified as part soil-depleting and part nondepleting in accordance with the above, the data for such field shall be reported in both sections II and III.

Where the land is considered as devoted in part to one soil-depleting crop and in part to another soil-depleting crop, or is considered as devoted in part to a soil-depleting crop and in part to a nondepleting crop or land use, the name of each such crop or land use shall be followed by the fractional part of the land considered as devoted to such crop or land use; *Except*, That where small plots in a field are devoted to a different crop or land use and such plots are too small to be properly identified on the enlargement, or where terraces are considered as devoted to one crop or land use and the land between the terraces as devoted to another crop, the acreage in such small plots or the acreage occupied by the crop or land use on the terraces shall be determined by the performance reporter and entered immediately after the name of the crop to which the greater part of the field is devoted. For example, if in a field of cotton the terraces are planted to corn and the land occupied by the terraces is found to be 1.1 acres, the entry would be "Cotton (less 1.1 acres corn on terraces)" and the entry on the following line would be "Corn (1.1 acres)."

Where two or more general soil-depleting crops are grown by the same person on separate plots on a field, the name of each such crop shall be listed on a separate line and the fractional part of the land in the field occupied by each such crop shall be approximated by the performance reporter and entered immediately following the name of the crop.

The names of the crops entered by the performance reporter must clearly identify the crops in question (and the use made of such crops where the use determines the classification of the crops), in order that the county office may be able to determine whether the crops have been properly classified.

⁷ In such cases, the names of the crops shall be entered on separate lines in the regular manner and the distance between the rows of cotton shall be entered immediately following the name of that crop.

Name of producer.—Enter the name of the person who, as sharecropper, tenant, or landlord, furnishes the labor with respect to each field of soil-depleting crops. Where a farm is composed of separately owned tracts and is covered by a Form ACP-68, Revised, or a Form ACP-86, the name of the landlord shall be entered above and on the same line with the name of the person who furnishes the labor with respect to each field of soil-depleting crops. Where a share tenant who is not also the operator of the farm has a sharecropper working under him, the name of the sharecropper shall be entered on the line with the name of the crop and the name of the share tenant shall be entered on the following line. In such cases a dash (—) shall be entered in the column headed "Field No." opposite the name of the share tenant.

Fractional share.—Enter in the three subcolumns the fractional shares ($\frac{1}{4}$, $\frac{3}{4}$, etc.) or the percentage share (30%, 70%, etc.) of each soil-depleting crop in each field to which the landlord,⁸ operator, and tenant or sharecropper are entitled under the terms of the lease or operating agreement. If one person receives all of the crop, the word "All" shall be entered in the appropriate subcolumn. If there is only one producer unit on the farm, it is necessary to enter the fractional share only once for each crop.

Acres—In Field.—Enter in the applicable subcolumn headed "First crop" or "Following crop(s)" the acreage, expressed to the nearest tenth of an acre, devoted to each soil-depleting crop grown in each field (except as provided below with respect to the double-cropping of general soil-depleting crops). If the acreage in a field is considered as part soil-depleting and part nondepleting or the field is considered as devoted in part to one soil-depleting crop and in part to another soil-depleting crop, the entry to be made in the applicable subcolumn will be the portion of the field which is considered to be occupied by the soil-depleting crop. The subcolumn headed "First crop" will be used to record the acreage of the first soil-depleting crop grown on a field in 1939; *Except*, That where one or more general soil-depleting crops and one or more special soil-depleting crops are grown consecutively on the same field, this subcolumn will be used to record the acreage of the first **special** soil-depleting crop grown on such field. The subcolumn headed "Following crop(s)" will be used to record the acreage of any **special** soil-depleting crop grown on a field which has been reported in the subcolumn headed "First crop" as being devoted to another **special** soil-depleting crop. For example, if cotton follows wheat on a 10-acre field, the entries will be 10 acres for wheat in the subcolumn headed "First crop" and 10 acres for cotton in the subcolumn headed "Following crop(s)"; however, if the cotton follows a general soil-depleting crop, the entry will be 10 acres for cotton in the subcolumn headed "First crop" and there will be no entry in either subcolumn for the general crop.

If a general soil-depleting crop follows another general soil-depleting crop on a 10-acre field, the entry will be 10 acres for the first such crop in the subcolumn headed "First crop" and there will be no entry in either subcolumn for the second crop.

⁸ Where the entire farm is rented to a tenant for cash, standing rent, or fixed rent and such tenant is not also the operator, the subcolumn headed "Landlord" shall be used to report the interest of such cash, standing rent, or fixed rent tenant in each crop, since the landlord will not share in the soil-depleting crops in such case.

Acreages—Cotton.—If there is more than one producer unit on the farm, enter in the applicable subcolumns below the word "Cotton" the respective acreage shares of the landlord, operator, and tenant or sharecropper in each field of cotton on the farm, irrespective of whether the acreage in such field is reported in the subcolumn headed "First crop" or in the subcolumn headed "Following crop(s)." The sum of the acreage shares for each field must in all cases exactly equal the acreage in the field.

If there is only one producer unit on the farm, enter below the word "Cotton" on the line captioned "Total Crop Acreages" the total planted acreage of cotton on the farm. If the farm is operated by a share tenant or sharecropper, divide such total acreage of cotton between the landlord and the tenant or sharecropper in accordance with their respective interests in the cotton grown on the farm, and enter the resulting acreage figures in the applicable subcolumn on the line captioned "Totals." The sum of the acreages entered on the line captioned "Totals" must exactly equal the acreage figure entered on the line captioned "Total Crop Acreages."

Acreages—Blank column headings following the word "Cotton."—Before the Form 312 is taken to the field, enter in the blank column headings following the word "Cotton" the names of any other special acreage allotments established for the farm for 1939 and "General," if a general crop acreage allotment is established for the farm in 1939. After performance has been checked, enter any of the following which are applicable:

- (1) "**Burley tobacco**," if grown on the farm and no allotment is established for such crop.
- (2) "**Rice**," if planted on the farm and no allotment is established for such crop.
- (3) "**Peanuts**" (in counties where peanut allotments are established), if grown on the farm for market and no allotment is established for such crop.
- (4) "**Wheat**," if grown on the farm and classified as soil-depleting and no allotment is established for such crop.
- (5) "**General**," if the farm is a nongeneral allotment farm and the total of the subcolumn headed "First crop" exceeds the total acreage allotment for the farm.

Divide the acreage of such crops among the interested persons in the same manner as for cotton; *Except*, That if two or more general soil-depleting crops are grown on the same acreage (either by the same producer or by different producers), the acreage entered in the subcolumn headed "First crop" will be divided among **all** of the persons who share in the crops grown on such acreage in 1939 in the proportion in which they share in such crops. *To illustrate:* A owns a farm with a 30-acre general allotment and rents the same to B and C consecutively in 1939 on a $\frac{1}{3}$ - $\frac{2}{3}$ basis. B seeds and harvests 30 acres of oats on the land, and after C takes possession, the latter also plants 30 acres of grain sorghum thereon. Under this set of facts, the 30 acres will be divided 10 acres to A, 10 acres to B, and 10 acres to C.

Peanuts harvested for nuts (including those harvested for seed) are a special crop in counties where peanut allotments are established and are a general crop in all other counties, whereas peanuts dug for hay are a general crop in all counties.

Totals.—Enter at the foot of the subcolumns headed "First crop" and "Following crop(s)" the sum of the acreages entered therein; and where there is more than one producer unit on the farm, enter in the remaining subcolumns the sum of the acreage shares entered in such subcolumns.

Total Crop Acreages.—If there is more than one producer unit on the farm, enter in each column the sum of the totals entered on the line above for the three subcolumns.

Where the acreage of general crops is divided among the interested persons, the sum of the entries on the line captioned "Total Crop Acreages" must equal the sum of the entries on the line captioned "Totals" in the subcolumns headed "First crop" and "Following crop(s)."

1939 Production.—Enter in the applicable column the total 1939 production for the farm of each of the following crops listed in the column headings on line with the word "Cotton":

- (1) Wheat (expressed in bushels).
- (2) Peanuts (expressed in pounds).
- (3) Rice (expressed in bushels or barrels).
- (4) Tobacco (expressed in pounds).

This information shall be secured from the farm operator by the performance reporter when he visits the farm, and will be the actual production if the crop has been harvested, or the operator's best estimate of actual production if the crop has not been harvested at the time performance is checked on the farm.

The box at the bottom of section II in the lower left corner of the form will be used for summarizing acreages of general soil-depleting crops where requested by the Agricultural Adjustment Administration. Instructions regarding the execution of this part of the form will be sent to the applicable counties at a later date.

D. SECTION III. NONDEPLETING CROPS AND LAND USES

Field No.—Enter from the enlargement or map the number of each field tilled in 1939 or tilled in regular rotation (including such tilled land in all orchards and land seeded to a crop in the fall of 1939⁹) and on which no soil-depleting crop is grown in 1939, or on which a soil-depleting crop is strip-cropped with a nondepleting crop or land use and the acreage is classified as part soil-depleting and part nondepleting. If two or more nondepleting crops are grown on the same acreage in 1939, the field number shall be entered only once.

Crop or land use.—Enter the name(s) of the nondepleting crop(s) grown on each field listed, or the use to which each such field is put in 1939. Where two or more nondepleting crops are grown in the same field (whether grown on different parts of the field or on the same acreage), such crops shall be listed on the same line. Where a soil-depleting crop is strip-cropped with a nondepleting crop or land use and the acreage is considered as part soil-depleting and part nondepleting, the names of both crops shall be listed on the same line in Section III and each name followed by the fractional share of the land

⁹ The farm operator should be instructed to notify the county office regarding any land which is seeded to a crop in the fall of 1939 and which was not originally reported as tilled land in section II or III of Form 312. The performance reporter must revisit any farm reporting such land, and proper corrections must be made in sections III and IV of Form 312.

occupied by such crop; *Except*, That where small plots in a field are devoted to a nondepleting crop or land use and such plots are too small to be properly identified on the enlargement, or where the terraces in a field are considered as devoted to a nondepleting crop or land use, the acreage in such small plots or the acreage occupied by the crop or land use on the terraces will be entered in this column. Crops grown in home gardens shall all be reported under the name "Home garden." In the case of land tilled in 1939 or tilled in regular rotation and on which no crop is grown in 1939, an explanation must be entered as to why the land is idle. For example, "Idle—cotton seeded but washed out," or "Idle—wheat and summer-fallow rotation."

Acreage.—Enter the acreage, expressed to the nearest tenth of an acre, contained in each field; *Except*, That if the acreage is considered as part soil-depleting and part nondepleting, the entry in this column will be the portion of the field which is considered to be occupied by the nondepleting crop or land use.

Total.—Enter the total of the acreage figures appearing in Section III.

E. SECTION IV. TILLED ACREAGE

Depleting.—Enter from section II the total of the subcolumn headed "First crop."

Nondepleting.—Enter the total acreage figure from section III.

Total.—Enter the sum of the depleting and nondepleting acreages.

Wheat or rice.—Enter in the spaces provided the wheat acreage allotment¹⁰ or the rice acreage allotment, as the case may be; the applicable percentage factor (to be furnished at a later date) for converting the acreage allotment into a normal acreage figure; and the resulting normal acreage figure, obtained by multiplying the acreage allotment by the percentage factor. Strike out "Wheat" or "rice," whichever is not applicable.

Sugarcane or tobacco.—Enter in the space provided the 1939 tobacco acreage allotment; the applicable percentage factor (to be furnished at a later date) for converting the allotment into a normal acreage figure; and the resulting normal acreage figure, obtained by multiplying the allotment by the percentage factor. Strike out "Sugarcane," in cases where this line is used.

Enter in the fourth space following the words "Sugarcane or tobacco" the sum of the normal acreages of wheat or rice and tobacco.

Tilled acreage adjusted.—Enter the amount by which the entry following the word "Total" exceeds the entry in the fourth space following the words "Sugarcane or tobacco."

F. SECTION V. COMMERCIAL ORCHARDS

Field No.—Enter from the enlargement or map the number of each field in planted or cultivated fruit trees, nut trees, vineyards, or bush fruits (excluding abandoned orchards and vineyards and those which had not borne a crop prior to January 1, 1939), from which the principal part of the production is normally sold. Any part of the land in orchards which is tilled in 1939 or tilled in regular rotation shall also be reported in section II or III of Form 312.

¹⁰ If 1940 wheat acreage allotments have been established at the time section IV is completed, use 1940 figures; otherwise, use the 1939 allotment figures. (Each county shall use either 1939 figures or 1940 figures for all farms.)

Kind.—Enter the kind of orchard. For example, "Orange," "Grape," "Pecan."

Acreage.—Enter the entire acreage, expressed to the nearest tenth of an acre, contained in each field, even though a part of the acreage may be entered in section II or III.

Total.—Enter the sum of the acreages in commercial orchards.

G. SECTION VI. NONCROP OPEN PASTURE LAND

Field No.—For farms in Oklahoma and Texas enter from the enlargement or map the numbers of all fields of noncrop open pasture land on the farm, and for farms in Arkansas enter only the numbers of such fields of **fenced** noncrop open pasture land which is capable of maintaining, during the normal pasture season, at least one animal unit for each 5 acres of such pasture land. Open pasture land is that part of the pasture land on which the predominant growth is forage suitable for livestock and on which the number and grouping of any trees or shrubs is such that the land could not fairly be considered to be woodland. The normal pasture season is the period during which the pastures in the locality normally sustain livestock without supplemental feed, but in no case shall it be less than 5 months. **Care should be taken to see that no tilled land is included in the fields of noncrop open pasture land.**

Acreage.—Enter the acreage, expressed to the nearest whole acre, in each field. (In counties where enlargements or other accurate maps are not available, the performance reporter may estimate this acreage.)

Total.—Enter the sum of the acreages of noncrop open pasture land.

Average grazing capacity: One animal unit to ----- acres.—For farms in Oklahoma and Texas enter the estimated number of acres of noncrop open pasture land required to carry 1 animal unit (1 cow, 1 horse, 5 sheep, 5 goats, 2 calves, or 2 colts, or the equivalent thereof) for 12 months. This figure should be adjusted by the county committee, where necessary, and where so adjusted the original figure should be circled and the adjusted figure entered immediately above. (The State committee will recommend for each county, subject to approval by the Director of the Southern Division, the average number of acres of noncrop open pasture land for all farms in the county required to carry one animal unit on a 12-month basis and the minimum number of acres of noncrop open pasture land for any farm in the county required to carry one animal unit on a 12-month basis. In making this recommendation, consideration should be given to the grazing capacity established for ranches in the county (if any), since the grazing capacity approved for noncrop open pasture land must be comparable with that established for ranches in the same county.)

Total grazing capacity: ----- animal units.—For farms in Oklahoma and Texas enter the result (carried to the nearest tenth of an animal unit) obtained by dividing the total acreage of noncrop open pasture land by the average grazing capacity determined by the county committee in accordance with instructions issued by the State committee.

H. SECTION VII. ADDITIONAL DATA

This section has been provided for additional performance data in counties where special provisions are applicable. The following land uses should be reported in this section in the counties indicated:

(1) **Cropping restoration land.**¹¹—Plowing or tilling restoration land in 1939 for any purpose other than tillage practices to protect the land from wind erosion, or tillage operations necessary for the seeding of an approved nondepleting cover crop of which the entire growth is left on the land. (In counties listed in paragraph A, section 9, SRB-301A, including Sherman County, Tex.)

(2) **Failure to carry out approved conservation measures on restoration land.**¹¹—(In counties listed in paragraph A, section 9, SRB-301A, except Sherman County, Tex.)

(3) **Breaking out native sod.**—Breaking out during the period November 1, 1938, to October 31, 1939, inclusive, native sod or any other land on which a permanent vegetative cover has been established, unless the breaking out of such land has been approved by the county committee as a good farming practice and an equal acreage of cropland on the same farm has been restored to permanent vegetative cover, such cropland to be in addition to that designated as restoration land. (In counties listed in paragraph B, section 11, SRB-301A, including Sherman County, Tex.)

(4) **Failure to prevent wind and water erosion.**—Failure to carry out approved measures for the prevention of wind and water erosion on land other than restoration land. (In counties listed in paragraph A, section 11, SRB-301A, except Sherman County, Tex.)

(5) Any other land uses which the State or county office deems necessary.

I. SECTION VIII. FLOOD OR DROUGHT

Due to an amendment to the 1939 Agricultural Conservation Program Bulletin, it is not necessary for this section to be executed.

J. SECTION IX. SIGNATURES

The operator and the performance reporter should affix their signatures and enter the date thereof in the spaces provided. If the form is signed by an authorized representative on behalf of the operator, such person must show the capacity in which he signs.

The clerk in the county office who enters the various acreage figures will affix his signature and enter the date thereof in the spaces provided.

K. SUPPLEMENTAL FORM 312 IN CASES WHERE THE PLANTED ACREAGE OF ONE OR MORE SOIL-DEPLETING CROPS IS REDUCED BY FLOOD, HAIL, DROUGHT, OR INSECTS

If there is more than one producer unit on the farm, a supplemental Form 312 shall be executed and attached to the original Form 312 in the following cases:

(1) Where a soil-depleting crop for which an acreage allotment was established for the farm for 1939 was seeded but, because of flood, hail, drought, or insects, failed to reach the stage of growth at which it is considered as soil-depleting.

¹¹ The performance reporter should be furnished the map showing the location of the acreage designated as restoration land on the farm, in order that he may be able to make the necessary check relative to the use of such land in 1939.

(2) Where failure to seed as much acreage as was intended of a soil-depleting crop for which an acreage allotment was established for the farm for 1939 was due to flood or drought.

It is only necessary that sections I and II of the supplemental Form 312 be executed, since the acreage figures to be reported thereon will have already been included in the tilled acreage figure in section IV of the original Form 312 on the basis of the actual crop or land use classification of such acreage in 1939.

All columns of section II of the supplemental Form 312 shall be executed in the regular manner; *Except, That the entries will be based on acreages seeded to soil-depleting crops which failed because of flood, hail, drought, or insects, or the acreages of such crops which the farm operator indicates would have been seeded but for flood or drought.* In each case the farm operator shall be required to point out the fields in question, and give the names of the crops which were seeded thereon, or which would have been seeded thereon but for flood or drought, as well as the names and acreage shares of the persons who would have shared in such crops.

Where a crop is seeded but fails to reach the stage of growth at which it is considered as soil-depleting, the fact that it was seeded and the reason for its failure shall be entered beside the name of the crop in section II of Form 312. For example, "Cotton seeded but failed because of flood." Where failure to seed a crop was due to flood or drought, such reason shall be entered beside the name of the crop in section II of Form 312. For example, "Wheat would have been seeded except for drought."

PART III. EXECUTION OF FORM 312A

Form 312A is for the reporting of approved soil-building practices carried out on a farm in 1939. Only one copy of the form need be prepared, and in all cases it will cover the same land as is covered by the related Form 312. If one Form 312A is not sufficient for reporting all approved soil-building practices carried out on the farm, additional Forms 312A marked "Continuation sheet" should be prepared, properly identified, and attached to the original form. Where additional forms are prepared, the number of such forms used shall be entered below section III in the space provided following the words "Number of additional sheets."

The entries to be made on Form 312A by the performance reporter when he visits a farm have been indicated by dotted lines. All other entries will be made in the county office.

Form 312A should be filled out, insofar as possible, at the time the related Form 312 is prepared. When practices are to be carried out in 1939 after the performance reporter visits the farm, the farm operator should be instructed to notify the county office when all such practices have been completed, in order that the performance reporter may revisit the farm and complete the Form 312A.

The instructions set out below shall be followed in making entries in the spaces indicated on Form 312A:

A. HEADING

Enter the required information from the upper right corner of the related Form 312.

B. SECTION I. NAME(S) AND ADDRESS(ES) OF OPERATOR AND LANDLORD

Enter the required information from section I of the related Form 312.

C. SECTION II. APPROVED SOIL-BUILDING PRACTICES CARRIED OUT

Field No.—Enter from the enlargement or map the number of each field on which an **approved** soil-building practice is carried out in accordance with the specifications issued by the State committee and approved by the Director of the Southern Division. If two or more practices are carried out on the same field, the number of the field in question shall be repeated for each such practice.¹² Practices carried out with labor, seed, trees, or materials furnished by any State or Federal agency (except grants of aid furnished by the Agricultural Adjustment Administration) shall not be reported on form 312A¹³ except where the amount of such assistance rendered the producer by the State or Federal agency represents less than one-half of the total cost of carrying-out a practice on a particular acreage.

Description of Practice.—Enter a short description of each practice, in accordance with the capitalized words set out in the applicable supplement ("Supplement for Area A," "Supplement for Special Wind-Erosion Area," or "Supplement for Sherman County, Texas.") to this bulletin. The purpose of requiring such description is to give the county office a check on the performance reporter's number classification of each practice. Where a practice is carried out with labor, seed, trees, or materials furnished in part by a State or Federal agency and one-half credit is allowed the producer for the extent to which the practice is carried out, the notation " $\frac{1}{2}$," followed by the name of such agency, shall be entered after the description of the practice.

Practice No.—Enter the practice number of each approved soil-building practice carried out, in accordance with the designations set out in the applicable supplement to this bulletin.

Extent of Practice.—Enter the acreage, feet, cubic yards, etc., of each practice carried out. For example, "12.2 acres," "2,000 feet" etc. (See the applicable supplement to this bulletin for the unit of measure to be used in connection with each practice.) The performance reporter will make this entry for all practices except those which are expressed in acres, which must be made in the county office after field measurements have been determined. Where a notation indicating that the practice was carried out with labor, seed, trees, or materials furnished in part by a State or Federal agency has been entered after the description of a practice, the figure entered in this column shall be circled and one-half of such amount entered immediately above or to the right thereof.

Factor.—Enter the factor by which the respective entry in the column headed "Extent of practice" must be divided or multiplied to convert it into soil-building practice units. *For example*, " $\div 300$," " $\times 2$," etc. (See the applicable supplement to this bulletin for the factor to be used in connection with each practice.)

Units of Practice.—Enter the result obtained by dividing or multiplying (as the case may be) the entry in the column headed "Extent

¹² In Sherman County, Tex., if more than one of the practices A-1, A-2, A-3, A-4, or A-5 are carried out on the same acreage, only one of such practices shall be reported on Form 312A.

¹³ Labor, seed, trees, or materials furnished to a State, a political subdivision of a State, or an agency thereof by any agency of the same State shall not be deemed to have been furnished by a State agency, nor shall trees purchased from a Clark-McNary Cooperative State Nursery be deemed to have been paid for in whole or in part by a State or Federal agency.

of Practice" by the respective entry in the column headed "Factor," carrying the result to the nearest tenth of a unit.

Enter in the space following the word "Total" at the foot of the column the sum of the units of soil-building practices entered therein.

Name of Producer.—Enter the name of each producer who contributed to the carrying-out of a given soil-building practice on a particular field; that is, furnished the labor, equipment, or seed or material. **The name of the landlord shall not be entered unless he furnished one or more of these items.** Where two or more persons contributed to the carrying-out of a given practice on a particular field, the name of each such person shall be entered on a separate line and a dash (—) entered in the column headed "Field No." opposite the names of all such persons except the first one listed.

Contribution.—Enter the contribution (excluding land) made to the carrying-out of a given practice on a particular field by each producer whose name appears in the column headed "Name of Producer." For example, if one person did all of the work, enter "Labor"; if another furnished both the equipment and seed, enter "Equipment and seed." If only one person contributed to the carrying-out of a particular practice on a given field, the word "All" shall be entered.

Fractional Share.—If more than one person contributed to the carrying-out of a particular soil-building practice on a given field, enter the interest of each such person in the units of the practice carried out on such field. This will be " $\frac{1}{2}$ " if two persons contributed to the carrying-out of the practice; " $\frac{1}{3}$ " if three persons contributed; etc. (except that in Sherman County, Tex., the division will be made in accordance with the applicable provisions of SRB-301 for that county). This division will be the basis for dividing the payment computed with respect to the units of a soil-building practice carried out on a particular field, unless the persons who contributed to the carrying-out of such practice on such field appear before the county committee in person and prove that their contributions to the carrying-out of the soil-building practice were not in such proportion. In the latter event, the units of the practice shall be divided in the proportion in which the county committee determines that each person contributed thereto (**with no credit being given to the landlord for furnishing the land**), and the figures previously entered in the column headed "Fractional Share" shall be circled and the corrected figures entered immediately above or to the right thereof.

Unit Share.—(This column is to be filled out only in cases where more than one person contributed to the carrying-out of soil-building practices on the farm.) If more than one person contributed to the carrying-out of a soil-building practice on a field, enter the results obtained by multiplying the entry in the column headed "Units of Practice" by the respective entries in the column headed "Fractional Share," carrying each result to the nearest tenth of a unit. The sum of the unit shares for all producers who contributed to the carrying-out of a particular practice on a field must in all cases exactly equal the total units of such practice carried out on the field. If the word "All" is entered in the column headed "Contribution," the entry to be made in the column headed "Unit Share" will be taken directly from the column headed "Units of Practice."

Enter in the space following the word "Total" at the foot of the column the sum of the unit shares entered therein. This figure must exactly equal the total of the column headed "Units of Practice."

D. SECTION III. SIGNATURES

The signatures of the operator (or his authorized representative) and performance reporter shall be affixed and the date entered in the spaces provided. This shall not be done, however, until all soil-building practices to be carried out on the farm in 1939 have been completed and reported in section II of Form 312A.

The clerk in the county office who computes and enters the various unit figures on Form 312A will affix his signature and enter the date in the spaces provided.

PART IV. PREPARATION OF PERFORMANCE SUMMARY SHEET

As soon as Form 312 has been completed for a farm the performance data recorded thereon, as well as the data recorded on the related Form 312A up to that time, shall be summarized on a **Performance Summary Sheet** (which will be designated as Form SR-313). The Performance Summary Sheet shall be executed in duplicate, the original thereof forwarded to the farm operator immediately **and the copy retained as a permanent record in the county office.**

The Performance Summary Sheet shall be prepared substantially in the following manner:

Form SR-313

EDWARD D. SOUTHERLAND

(Name of farm operator)

74-155-1863

(State and county code and farm serial number)

PERFORMANCE SUMMARY SHEET

DEAR SIR: Below is a summary of the information reported by the duly authorized performance reporter who, in accordance with the official instructions, checked your farm in connection with the 1939 Agricultural Conservation Program:

Cotton.....	38.2 acres.
Wheat.....	19.8 acres.
Total soil-depleting crops.....	85.5 acres.
Total tilled land.....	128.4 acres.
Commercial orchards.....	5.7 acres.
Noncrop open pasture land.....	32.0 acres.
Approved soil-building practices:	
Terracing.....	3,850 feet.
Alfalfa seeded.....	10.7 acres.
Peas (interplanted with corn).....	18.8 acres.

The above data, unless found to be incorrect, will be used in computing your 1939 agricultural conservation and price adjustment payments, if any, and in establishing acreage allotments under the 1940 Agricultural Conservation Program. If you carry out any additional approved soil-building practices on your farm in 1939, you should notify this office as soon as all such practices have been completed. Such notice must be forwarded to this office not later than December 31, 1939, in order that the performance reporter may revisit your farm and check such practices.

If there is any error in the above figures, please inform this office at once.

Very truly yours,

(Signature) HOWARD C. STEWART, *Secretary,*
McLennan County Agricultural Conservation Association.

(Date) June 1, 1939.

Any special farm data entered in section VII of Form 312 shall also be included in the Performance Summary Sheet, since it will affect the amount of payment to be computed for the farm.

PART V. TRANSMITTING FORMS TO STATE OFFICE

Each county office shall transmit to the State office on Forms SR-315, "Transmittal Sheet," a sample lot of Forms 312 and 312A, which shall be the larger of the following: (a) 50 (or the total number in the county, if the total is less than 50); (b) 10 percent of the total number of forms executed in the county. The sample lot of forms must include a representative sample of the work of each performance reporter and of each clerk in the county office who enters the various acreage and unit figures on Forms 312 and 312A.

If the State office determines from the sample lot that the county office has not done a satisfactory job of executing Forms 312 and 312A, the county office will be required to transmit all such forms to the State office for audit. The sample lot of performance reports (or all such reports, if required to be transmitted) will be returned to the county office as soon as possible after they have been checked by the State office. Each performance report requiring correction will have a **Correction Memorandum** attached explaining the errors on the Form 312 or 312A, and such memorandum will serve not only as a basis for correcting the performance report in question but also as a guide in correctly executing any such forms subsequently prepared.

PART VI. STATE OFFICE AUDIT PROCEDURE

The sample lot of Forms 312 and 312A submitted by each county office shall be checked by the State office in the light of the instructions set out in this bulletin for the execution of such forms. Errors on the performance reports shall be identified on the forms themselves by the entry with a red pencil of a number immediately above and to the right of the entry which is in error. All errors on a Form 312 and the related Form 312A shall be numbered in a sequence beginning with 1. A **Correction Memorandum** shall be prepared for each performance report which is found to be in error, showing the number of each erroneous entry thereon, wherein it is erroneous, and how it may be corrected. The **Correction Memorandum** shall be prepared in substantially the following manner:

CORRECTION MEMORANDUM

(For Forms SR-312 and 312A)

County: McLENNAN.Serial No. 1863.

Error No.	Nature of error and how to correct it
1	Should be under "Wheat" instead of "Cotton."
2	Total in error; should be 128.4.
3	Signature of farm operator required.
4	Practice number in error; should be number 15.
5	Landlord not eligible to share in practice, since he furnished only the land.

Remarks: Several entries on Forms 312 and 312A are not clearly legible.Date: 6-15-39Initials of Examining Clerk J. H. D.

After the sample lot of Forms 312 and 312A for a county have been completely examined and **Correction Memoranda** prepared for those which are in error, the total number of errors on all such forms shall be determined. A percentage factor shall then be calculated by dividing the number of such errors by the number of performance reports checked. The administrative officer in charge, on the basis of this information, shall determine whether all performance reports for the county in question shall be checked by the State office.

PART VII. SAMPLE FORMS 312 AND 312A

PERFORMANCE REPORT—SOUTHERN REGION
1939 AGRICULTURAL CONSERVATION PROGRAM

U. S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.
March 1939

74-155-916
(State and county code and farm serial numbers)
5000-29
(Enrollment numbers)
2 miles west of Mart
(Location of farm)
J. R. Adams, Box 264, Waco, Texas.
(Landlord, if other than operator)

SECTION I.—Name(s) and address(es) of operator and landlord.

G. D. Badding, Route 1, Mart, Texas.
(Operator)

SECTION II.—Soil-depleting crops.

Field No.	Name of Crop	Name of Producer	FRACTIONAL SHARE			ACREAGES										General	
			Land- lord	Op- er- ator	In op- er- ator's share	In Field	Land- lord	Op- er- ator	Following crops	Cotton	Wheat	Land- lord	Op- er- ator	Land- lord	Op- er- ator	Land- lord	Op- er- ator
3a	Corn	C.D. Badding	1/3	2/3	1/3	18.9											
3b	Cotton	Red Smith	4/4	1/4	1/4	17.6											
4	Millet 3/5	C.D. Badding	1/3	2/3	1/3	8.2											
4	Corn 3/5	C.D. Badding	1/3	2/3	1/3	12.2											
5a	Cotton	C.D. Badding	4/4	1/4	1/4	21.1											
5b	Oats	C.D. Badding	1/3	2/3	1/3	4.2											
5b	70% corn	Red Smith	1/3	2/3	1/3	32.8											
6	Wheat	C.D. Badding	1/3	2/3	1/3	13.2											
7b	Cotton	Red Smith	4/4	1/4	1/4	10.7											
7c	Cotton	C.D. Badding	1/3	2/3	1/3	7.5											
8a	Peanuts	C.D. Badding	1/3	2/3	1/3	1.8											
8b	Peanuts	Red Smith	1/3	2/3	1/3	4.0											
9	Oats	C.D. Badding	1/3	2/3	1/3	3.1											
9	Cotton	Red Smith	4/4	1/4	1/4												
11	2 miles farm grove	Red Smith	1/3	2/3	1/3												
						TOTALS	155.3										
						TOTAL CROP ACREAGES		66.6		16.7	32.5	17.4	10.9	21.9		141	382.3
						1939 PRODUCTION		xxxxxxx		xxxxxxx		32.8		38.9		55.9	

Number of additional sheets

SECTION III.—Nondepleting crops and land uses. -

[illegible]

SECTION IV.—Tilled acreage.

Depleting	655.2	Nondepleting	73.9	Total	729.2
Wheat or rice:					
(Altimont)		X			
Sugarcane or					
tobacco:					
(Altamont)		X			
Tilled acreage adjusted					
(Factor)					
(Factor)					

SECTION V.—Commercial orchards.

FIELD NO.	EXTD	AGEAGE	FIELD NO.	END	AGEAGE
2	Bush	8.6			
				TOTAL	8.6

SECTION VI.—Noncrop open pasture land.

Field No.			TOTAL
	10	12.6	
Acreage	12.3	32.8	45.1

Average grazing capacity: One animal unit to 8.10 acres.
Total grazing capacity: 4.5 animals

SECTION VII.—Additional data.

[illegible]

SECTION VIII.—Flood or drought.

Was the planted acreage of soil-depleting crops on this farm reduced by flood or drought in 1939?

SECTION IX.—Signatures.

7-8-39	(Date)	C. D. Redding	(Operator)
7/5/39	(Date)	E. W. Ward	(Performance reported)
7/5/39	(Date)	Art. L. Brown	(Completed)

SUPPLEMENT FOR AREA A

(Not applicable to Sherman County, Texas)

The practices listed below, except such as are not approved for the county by reason of the fact that they are routine farming practices in such locality, shall be reported on Form 312A for any farm on which they have been carried out in accordance with approved specifications.

Practice No.	Description of practice	Unit of measure	Factor
1	(¹) % SUPERPHOSPHATE: Application of superphosphate to, or with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, Lespedeza, crotalaria, Natal grass, or permanent pasture, which are not seeded or grown with a soil-depleting crop.	Pounds-----	$\times \frac{(1)}{4,800}$
2	BASIC SLAG (or ROCK or COLLODIAL PHOSPHATE): Application of basic slag or rock or colloidal phosphate to, or with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, Lespedeza, crotalaria, Natal grass, or permanent pasture, which are not seeded or grown with a soil-depleting crop.	Pounds-----	$\div 500$
3	GROUND LIMESTONE: Application of ground limestone or its equivalent.	Pounds-----	$\div 1,500$
4	STRAW (or MULCHING MATERIAL): Application of not less than 2 tons, air-dry weight, of straw or equivalent mulching materials (excluding barnyard and stable manure) per acre in orchards or on commercial vegetable land.	Acres-----	$\times 1$
5	TERRACING: Construction of standard terraces for which proper outlets are provided.	Feet-----	$\div 200$
6	RIDGING PASTURE LAND: Contour ridging of noncrop open pasture land.	Feet-----	$\div 750$
7	CONSTRUCTION OF RESERVOIRS (or DAMS): Construction of reservoirs and dams—material moved in making the fill or excavation.	Cubic yards--	$\div 10$
8	CONSTRUCTION OF CHECK DAMS (or DROPS): Construction of concrete or rubble masonry check dams or drops and measuring weirs for the control of erosion leaching and seepage of irrigated cropland and orchard land—concrete or rubble masonry used. (Applicable only in arid and semiarid areas.)	Cubic feet--	$\div 7$
9	DITCHING: Construction of ditching, with a depth of 1 foot and top width of 4 feet, or the cubic equivalent thereof, for the diversion and spreading of flood water or well water on restoration land, cropland, pasture land, or hay land. (Applicable only in arid and semiarid areas.)	Feet-----	$\div 300$

¹ Enter the percentage of available phosphoric acid. If triple superphosphate is obtained as a grant of aid, the figure to be entered will be 48.

Practice No.	Description of practice	Unit of measure	Factor
10	RESEEDING PASTURE WITH (enter name of grass or legume): Reseeding depleted pastures with good seed of adapted pasture grasses or legumes.	Pounds-----	÷10
11	NATURAL RESEEDING OF PASTURE: Natural reseedling of noncrop open pasture by nongrazing during the normal pasture season.	Acres-----	$\times \frac{2}{(2)}$
12	SEEDING (enter name of grass or legume): Seeding biennial legumes, perennial legumes, perennial grasses (other than timothy or redbtop) or mixtures (other than a mixture consisting solely of timothy and redbtop) containing perennial grasses, perennial legumes, or biennial legumes (except any of these crops qualifying at a higher rate of credit).	Acres-----	$\times 1$
13	SEEDING (enter name of crop): Seeding winter legumes, annual Lespedeza, annual ryegrass, crotalaria, sesbania, or annual sweet clover.	Acres-----	$\times 1$
14	PLOWING UNDER (or DISKING UNDER or LEAVING ON LAND) OF (enter name of crop): Green manure crops and cover crops (excluding (1) Lespedeza, (2) any crop for which credit is given in 1939 under any other practice, and (3) wheat in Oklahoma and Texas), of which a good stand and good growth is (a) plowed or disked under on land not subject to erosion, or if subject to erosion, such crop is followed by a winter cover crop, or (b) left on land subject to erosion or in orchards or on commercial vegetable or potato land, or on cropland in a regular cropping rotation.	Acres-----	$\times 1$
15	SEEDING ALFALFA: Seeding adapted varieties of alfalfa.	Acres-----	$\times 2$
16	SEEDING (enter type of mixture): Seeding permanent grasses or pasture mixtures containing a full seeding of Rhodes, Dallis, grama, or Bermuda grass.	Acres-----	$\times 2$
17	MAINTAINING FOREST TREES SEEDED (enter date of seeding): Cultivating, protecting, and maintaining by replanting, if necessary a good stand of forest trees, planted after January 1, 1936, and before January 1, 1939 (or before July 1, 1939, under a cooperative agreement with the Prairie State Forestry Project).	Acres-----	$\times 2$
18	SODDING (enter name of perennial grass): Establishment of a permanent vegetative cover by planting sod pieces of perennial grasses.	Acres-----	$\times 3$
19	PLANTING KUDZU: Establishment of a permanent vegetative cover by planting crowns of Kudzu.	Acres-----	$\times 4$

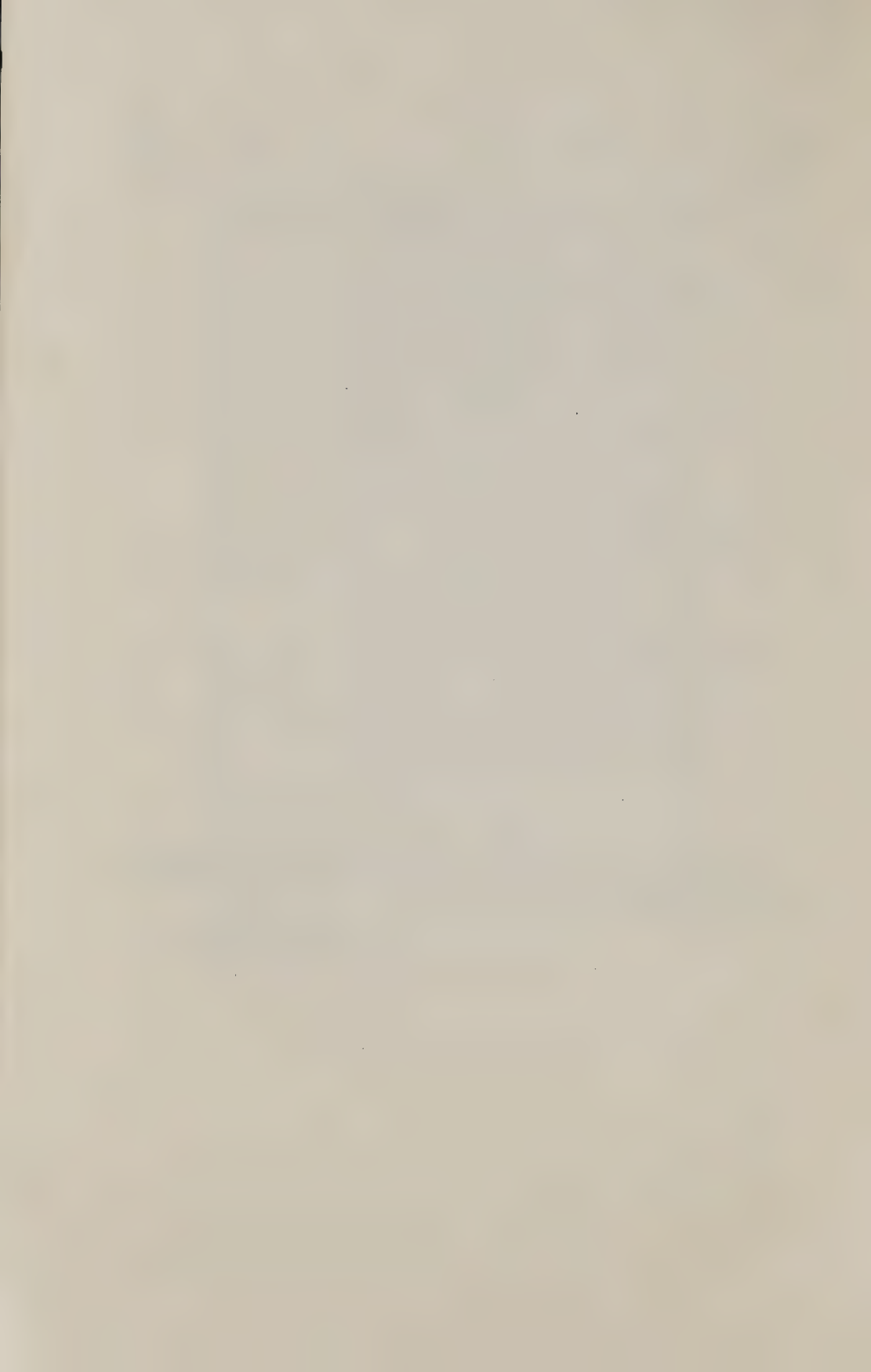
² Enter the average grazing capacity of the noncrop open pasture land on the farm, as approved by the county committee.

Practice No.	Description of practice	Unit of measure	Factor
20	PLANTING (enter kind of forest trees): Planting forest trees, provided a good stand is obtained and such trees are protected and cultivated in accordance with approved tree culture.	Acres-----	$\times 5$
21	CONTROL OF BINDWEED: Control of seriously infested plots of bindweed (<i>Convolvulus arvensis</i>) on cropland in organized weed control districts, including counties where county officials are cooperating under the State control law, in accordance with good chemical methods. (Applicable only in Oklahoma.)	Acres-----	$\times 5$
22	INTERPLANTING (enter name of summer legume) WITH (enter name of soil-depleting crop): Summer legumes (interplanted or grown in combination with soil-depleting crops) not classified as soil-depleting, of which a good stand and a good growth is obtained and is not harvested, excluding peanuts hogged off.	Acres-----	$\div 2$
23	SEEDING TIMOTHY (or REDTOP or MIXTURE OF TIMOTHY AND REDTOP): Seeding timothy or redbtop or a mixture consisting solely of timothy and redbtop.	Acres-----	$\div 2$
24	LEAVING SORGHUM (or SUDAN GRASS) ON LAND: Leaving on the land as a protection against wind erosion the stalks of sorghums (including broomcorn) or Sudan grass, classified as soil-depleting, where it is determined by the county committee that such cover is necessary as a protection against wind erosion and the operator's farming plan provides that such cover will be left on the land until the spring of 1940. (Applicable only in the following counties: Oklahoma —Beaver, Cimarron, Harper, and Texas ; Texas —Dallam, Deaf Smith, Hansford, Hartley, Hutchinson, Lipscomb, Moore, Ochiltree, and Oldham.)	Acres-----	$\div 4$
25	CONTOUR LISTING (or SUBSOILING or FURROWING) NONCROP LAND: Contour listing, deep or shallow subsoiling, or furrowing noncrop land.	Acres-----	$\div 4$
26	STRIPCROPPING: Stripcropping with alternate strips of close-grown crops and intertilled crops or fallow.	Acres-----	$\div 4$

Practice No.	Description of practice	Unit of measure	Factor
27	PROTECTING SUMMER-FALLOWED ACREAGE: Protecting summer-fallowed acreage from wind and water erosion by contour listing or pit cultivation; and, in designated areas, incorporating small-grain stubble and straw into the surface soil. No credit will be given for this practice on any farm when carried out on light sandy soils or on soils in any area where destruction of the vegetative cover results in the land becoming subject to serious wind erosion. (Applicable only in the following counties and those counties in Oklahoma and Texas lying west of these counties: Oklahoma —Kay, Noble, Logan, Oklahoma, Canadian, Grady, Comanche, and Cotton; Texas —Clay, Jack, Palo Pinto, Erath, Hamilton, Lampasas, Burnett, Blanco, Kendall, Bander, Medina, Atascosa, Live Oak, Jim Wells, and Kleberg.)	Acres-----	÷4
28	CONTOUR FARMING (enter name of crop): Contour farming intertilled crops.	Acres-----	÷8
29	CONTOUR LISTING: Contour listing, except when carried out on protected summer-fallowed acreage or as a part of the seeding operation. (Not applicable in Arkansas, nor at this rate in the Special Wind-Erosion Area.)	Acres-----	÷8
30	CONTOUR SEEDING (enter name of small grain): Contour seeding of small-grain crops for harvest in 1939.	Acres-----	÷10
31	PIT CULTIVATION: Pit cultivation, except when carried out on protected summer-fallowed acreage or as a part of the seeding operation. (Not applicable in Arkansas, nor at this rate in the Special Wind-Erosion Area.)	Acres-----	÷10

Bulletin issued April 20, 1939, with the approval of the Administrator and supplement issued April 25, 1939, with the approval of the Acting Administrator.

I. W. DUGGAN,
Director, Southern Division.



Issued May 8, 1939

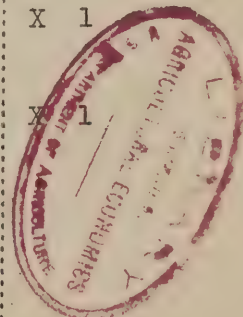
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION
1939 AGRICULTURAL CONSERVATION PROGRAM - SOUTHERN REGION

Southern Region Bulletin 303A, Supplement for Sherman County, Texas.

MAY 22 1939

The practices listed below shall be reported on Form SR-312A for any farm in Sherman County, Texas, on which they have been carried out in accordance with approved specifications, except that credit shall not be given for carrying out more than one of the practices A-1, A-2, A-3, A-4, or A-5 on the same acreage.

Practice No.	Description of Practice	Unit of Measure	Factor
A-1	LEAVING SORGHUM (or SUDAN GRASS) ON LAND: Leaving on the land, as a protection against wind erosion, the stalks (at least 10 inches in height) of sorghums or Sudan grass, if the operator's farming plan provides that such cover will be left on the land until the spring of 1940.	Acres	X 1
A-2	CONTOUR LISTING (or PIT CULTIVATION or CONTOUR CULTIVATION): Contour listing or pit cultivation, or contour cultivation with a shallow-furrowing or shovel-type implement approved by the county committee, on summer-fallowed land provided such practice is carried out in an approved manner before June 15, 1939.	Acres	X 1
A-3	STRIPCROPPING: Stripcropping with alternate strips of close-grown crops and intertilled crops or fallow.	Acres	X 1
A-4	CONTOUR FARMING: Contour farming of intertilled crops.	Acres	X 1
A-5	LEAVING NATURAL COVER (or SMALL GRAIN STUBBLE) ON LAND: Natural vegetative cover or small-grain stubble of crops harvested in 1939 left on crop-land, not tilled after July 1, 1939, where it is necessary as a protection against wind erosion and the operator's farming plan provides that such cover will be left on the land until the spring of 1940.	Acres	X 1



Practice No.	Description of Practice	Unit of Measure	Factor
B-1	TERRACING: Construction of standard terraces for which proper outlets are provided.	Acres	X 2
B-2	BORDER PLANTING OF SUDAN GRASS (or SWEET SORGHUM or MILLET): Border planting of Sudan grass, sweet sorghums, and millet, if the operator's farming plan provides that the stalks (which must be at least 10 inches in height) of such crops will be left on the land until the spring of 1940.	Acres	X 2

Issued May 8, 1939, with the approval of the Administrator.

A. W. Duggan
Director, Southern Division.

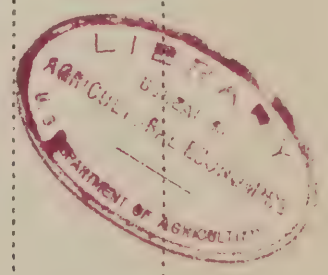
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

MAI 22 1939

1939 AGRICULTURAL CONSERVATION PROGRAM - SOUTHERN REGION
Southern Region Bulletin 303A, Supplement for Special Wind-Erosion Area.

In addition to the approved soil-building practices listed in the Supplement for Area A to SRE-303A, the practices listed below shall be reported on Form SR-312A for any farm on which they have been carried out in accordance with approved specifications in the Special Wind-Erosion Area (Cimmaron and Texas counties, Oklahoma; and Dallam, Hartley, and Moore counties, Texas).

Practice No.	Description of Practice	Unit of Measure	Factor
A-1	LEVELING OF HUMMOCKS: Leveling of hummocks created by wind-erosion where such practice has prior approval of the county committee. (Applicable only on farms owned or controlled by a conservation district, an association organized for conservation purposes, or any governmental agency authorized by State law to own or lease land for conservation purposes.)	Acres	x 1
B-2	CONTOUR LISTING: Contour listing, except when carried out on protected summer-fallowed acreage or as a part of the seeding operation.	Acres	+ 6
C-3	PIT CULTIVATION: Pit cultivation, except when carried out on protected summer-fallowed acreage or as a part of the seeding operation.	Acres	+ 8
D-4	LEAVING NATURAL COVER (or SMALL-GRAIN STUBBLE) ON LAND: Natural vegetative cover or small-grain stubble of crops harvested in 1939 left on cropland not tilled after July 1, 1939, where it is determined by the county committee that such cover is necessary as a protection against wind erosion and the operator's farming plan provides that such cover will be left on the land until the spring of 1940. (Not applicable on farms owned or controlled by a conservation district, an association organized for conservation purposes, or any governmental agency authorized by State law to own land for conservation purposes.)	Acres	+ 10



Practice No.	Description of Practice	Unit of Measure	Factor
D-5	CONTOUR CULTIVATION: Contour cultivation with a shallow-furrowing or shovel-type implement following small-grain crops harvested in 1939.	Acres	+ 10

Issued May 8, 1939, with the approval of the Administrator.

D. W. Huggan

Director, Southern Division.

Issued December 7, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 303A

INSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE
(Applicable to all farms in Area A)

The following new section L is hereby added near the middle of page 18 of Southern Region Bulletin 303A immediately preceding Part III thereof:

L. SUPPLEMENTAL FORM 312 IN CASES WHERE PLANTED ACREAGE OF CROP AS ORIGINALLY REPORTED DIFFERS FROM PLANTED ACREAGE AS FINALLY DETERMINED

In cases where the producers on a farm were notified after the check of performance that the measured acreage of cotton, rice, or wheat on the farm was within the respective acreage allotment (or that such acreage was a given amount in excess of the respective acreage allotment, and the producers disposed of such excess in the required manner and within the time allowed), and after the crop was harvested it was discovered that an error was made by the performance reporter in the original check of performance on the farm or by an employee of the county office in the computing or recording of acreages, and the final measured acreage of such crop was actually in excess of the respective acreage allotment, the original form 312 shall be corrected to reflect the final measured acreage of the crop.

In the cases referred to above if the county committee finds that the producers on the farm were in no way responsible for the error in the original measured acreage and that in harvesting an acreage of the crop in excess of the allotment they acted in good faith and in the belief that they were within the respective acreage allotment, a supplemental form 312, marked "Measured Acreage as Originally Reported," shall be prepared, showing the original figures on which the report of the measured acreage was based. Such supplemental form 312, accompanied by the corrected form 312 and a statement signed by at least two members of the county committee setting forth full details of the case, shall be forwarded to the State office for consideration by the State committee. The State committee will indicate its approval or disapproval of the case by a proper notation on the bottom of the county committee's statement, over the signature of a member of the State committee.

If the State committee approves the case, the original measured

acreage reported to the producers and entered on the supplemental form 312 shall become the official 1939 planted acreage for the farm. Such official acreage shall be used as the planted acreage for all purposes except in determining the tilled acreage figure in section IV of form 312. In that connection the final measured acreage of the crop in question shall be used.

Issued December 7, 1939, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 SOUTHERN DIVISION

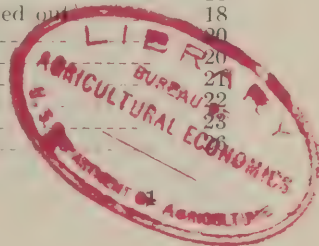
1939 AGRICULTURAL CONSERVATION PROGRAM
 SOUTHERN REGION BULLETIN 303B

INSTRUCTIONS FOR CHECKING AND REPORTING
 PERFORMANCE

(Applicable to all farms in Area B)

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PART I. GENERAL INSTRUCTIONS

A. ORGANIZATION

(1) **State.**—The State performance supervisor for each State, under the direction of the administrative officer in charge, will be directly responsible for performance work in the State. Where necessary the State performance supervisor will be assisted by one or more district performance supervisors, who preferably should have had training and experience in engineering.

The State performance supervisor will be responsible for seeing that schools of instruction are held for the training of district and county performance supervisors and local performance reporters regarding crop and land use classifications, methods to be used in measuring land, procedure to be followed in checking performance, care of materials used, and the filling out of necessary forms and reports.

Representatives of the State office must spot check a minimum of 2 percent of all farms in the State on which performance is checked, including at least one farm checked by each performance reporter, to determine that performance data have been properly reported and field acreages properly computed. In making the spot check, particular attention should be given to those items of performance which involve the exercise of judgment on the part of the performance reporter. A portion of the spot checking must be done early in the period of performance checking and spot checking shall be continued as the checking of performance progresses.

(2) **County.**—The county administrative assistant, where employed, will have immediate supervision of the performance work in the county. In counties where no county administrative assistant is employed, and in counties where one is employed but the large volume of work makes it impossible for him to give personal supervision to the performance work, one or more county performance supervisors may be employed to supervise performance work and make frequent checks on the work of performance reporters.

Performance reporters shall be employed for the purpose of checking performance and making a report thereof on all farms on which cotton or tobacco is grown in 1939 or in connection with which an application for a rice or wheat price-adjustment payment is to be filed under the 1939 Price Adjustment Program and on all other farms covered by work sheets except those where none of the interested persons expects to file an application for payment under the 1939 Agricultural Conservation Program in the county. Performance reporters must be capable and dependable and must show by written examination that they have the necessary qualifications. The work of each performance reporter must be personally checked by the county administrative assistant (or a county performance supervisor, where employed) within a week after he starts to work, to determine whether he is doing a satisfactory job. **Any performance reporter whose work is found to be unsatisfactory shall be promptly dismissed.**

A performance reporter is not eligible to check any farm in which he has any sort of financial interest or any farm owned or operated by a near relative. Since county committeemen are charged with the responsibility of approving applications for payment under the agricultural programs, they are not eligible to serve as performance reporters or as county performance supervisors.

Where it is necessary to make an engineering check of terracing to determine that the terraces have been constructed in accordance with approved specifications, it is suggested that one capable man be employed to handle this job for the entire county. Such checking can be accomplished more quickly and with less expense if postponed until near the end of the year.

B. CHECKING PERFORMANCE

Each performance reporter must be thoroughly familiar with Southern Region Bulletin 301B, or Southern Region Bulletin 301 for the Florida celery area where applicable (hereinafter referred to as SRB-301), SR-Leaflet No. 301-B, and approved specifications for the carrying out of soil-building practices. He should also thoroughly familiarize himself with Form SR-312, "Performance Report" (hereinafter referred to as Form 312), Form SR-312A, "Supplement to Performance Report" (hereinafter referred to as Form 312A), Form SR-111, "Farm Map," where used, and with the instructions set out in this bulletin and in the applicable supplement thereto respecting soil-building practices. Form SR-111 will be used only in those counties where performance is checked by some method other than with enlargements of aerial photographs (hereinafter referred to as enlargements) or other accurate maps.

It is necessary in all cases that the farm operator (or his authorized representative) assist the performance reporter in making the check of performance on the farm. It is therefore suggested that the farm operator be notified as far in advance as possible of the approximate date on which performance on his farm is to be checked.

(1) **Aerial photographs.**—(a) **CARE OF ENLARGEMENTS.**—Since enlargements are of considerable value, one person in each county office in which they are in use should be designated to check them out and guard against shortage and misuse of same. Proper filing space should be provided in the county office for enlargements, tracings, blueprints, and other material or equipment used in the permanent mapping program. In order to prolong the usefulness of the enlargements, only such data as farm identification, farm boundaries, field outlines, and field numbers shall be recorded directly thereon, and this shall be done by the use of uniform legends neatly and legibly inscribed.

Performance reporters must be provided with suitable carrying boards on which to fasten the enlargements while using them. Thumb tacks, tape, and binders which will injure the enlargement must not be used. Enlargements should never be rolled or folded and should always be used on a firm, flat surface. An oilcloth cover, slightly larger than the carrying board, should be carried in the field to protect the enlargements from inclement weather, and special care should be taken to protect them from hand moisture and grit, since either will easily damage the enlargement and planimeter.

(b) **WORKING AREA OF ENLARGEMENTS.**—The normal working area of an enlargement is considered to be the central portion thereof, bounded by lines which equally divide the overlapping areas of adjoining enlargements. It is suggested that lines which equally divide the areas overlapped by adjoining enlargements be drawn on each enlargement to indicate the normal working area thereof. Each performance reporter should be cautioned to work inside of these

lines where practicable. However, it is permissible to work slightly outside of this area where necessary to complete the indication of the boundary of a field or farm on the same enlargement. When it is necessary to show part of a farm on one enlargement and the remainder on another, special care should be taken in recording the dividing line on each enlargement.

(c) **USE OF ENLARGEMENTS IN THE FIELD.**—Each performance reporter shall be assigned definite areas for checking performance, and the enlargements covering such areas shall be turned over to him, together with the corresponding Forms 312 and 312A showing the required information in the heading and in section I thereof. Only a sufficient number of enlargements to provide 2 to 6 days' work should be issued to a performance reporter at one time, and a receipt showing the numbers of the enlargements issued should be obtained from him. At least once a week the performance reporter should be required to return to the county office all enlargements on which performance has been checked.

Before beginning the detailed check of performance on a farm, the performance reporter and the farm operator should examine the enlargement and identify the farm boundaries. Farm boundaries should be indicated on the enlargement by a red, soft-wax pencil mark (not exceeding one-half inch in length) in both directions at each corner of the boundary and at each change in direction of the same. Every effort must be made to avoid making unnecessary marks, records, or notations on the enlargements. All fields on the farm, that is, all areas of land tilled in 1939 or tilled in regular rotation, all commercial orchards, all fenced, noncrop, open-pasture land, and any other land on which an approved soil-building practice has been carried out, which have permanent or semipermanent boundaries (such as streams, roads, fence lines, etc.) shall be numbered on the enlargement with a blue or black, soft-wax pencil, and the field numbers assigned in a numerical sequence. Where a field is devoted to two or more crops or land uses in 1939¹ or is devoted to a special soil-depleting crop which is cultivated by two or more persons, the separate plots shall be considered as fields and given **a, b, c** designations preceded by the field number. For example, **12a, 12b, 12c**, etc.

If changes have occurred in the field boundaries or dividing lines since the enlargements were last used, the performance reporter shall erase inapplicable field boundaries and dividing lines from the enlargement. In such cases, and also where field boundaries or dividing lines between crops or practices do not show plainly on the enlargement, sufficient ground measurements from features which can be identified on the enlargement shall be made with a chain or tape so as to locate definitely the new field boundaries or dividing lines on the enlargement. The performance reporter shall then trace thereon with a sharp-pointed, blue or black, soft-wax pencil the new field boundaries and dividing lines. Field boundaries should be indicated by solid lines and dividing lines should be indicated by dotted lines.

¹ Where all of the plots in a field are devoted to nondepleting crops or land uses or to general soil-depleting crops, it is not necessary to identify the separate plots individually, except where an approved soil-building practice is involved. Likewise, it is not necessary to identify the separate land uses where small plots in a field are devoted to a different crop or land use and such plots are too small to be properly identified on the enlargement or where terraces are considered as devoted to one crop or land use and the land between the terraces is devoted to another crop.

The crops grown and soil-building practices carried out on each field or plot, together with the names and shares of the persons interested therein, shall be entered on Forms 312 and 312A in accordance with the instructions set out in parts II and III of this bulletin. Under no circumstances should the performance reporter attempt to identify the crops or land uses directly on the enlargements.

After checking all of the fields on the farm, numbering all of them on the enlargement, and identifying all crops, land uses, and soil-building practices on the Forms 312 and 312A, the performance reporter and farm operator should carefully examine both the enlargement and Forms 312 and 312A to determine that all essential information has been entered thereon. This procedure should preclude the necessity of a return visit to the farm to check some minor detail.

(d) **SPECIAL EQUIPMENT NEEDED IN COUNTIES USING ENLARGEMENTS.**—County offices should be equipped with the following:

- One or more planimeters or rotometers.

- One filing case for enlargements and photo-index maps.

- A supply of art-gum erasers and soft-wax pencils of various colors.

- One or more large tables.

- A sufficient number of magnifying glasses.

Performance reporters going to the field should be equipped with the following:

- One chain, 66 feet long, divided into tenths.

- One suitable carrying board for use in working with the enlargements in the field.

- One oilcloth cover for the carrying board.

- A number of blue (or black) and red, soft-wax pencils.

- One or more art-gum erasers.

- One 6-inch, ivory-covered scale, graduated to fiftieths or hundredths of an inch.

- One magnifying glass.

- One plotting needle.

(2) **Plane-table maps.**—The method of checking performance by use of plane-table maps will be similar to that employed in checking performance by use of enlargements. (See SRM-217 for detailed instructions.)

(3) **Other methods.**—Where enlargements, plane-table maps, or other accurate measurements are not available in 1939, performance shall be checked by chaining or some equivalent method and a map of each farm prepared by means of the farm-sketch method. A sketch should be drawn on Form SR-111 by the performance reporter, showing the relative position of all fields and physical features.

The applicable portion of the instructions relating to the use of enlargements in the field shall be followed by the performance reporter. Field areas shall be calculated from the measurements of the sides, diagonals, or other principal dimensions. Calculating field areas by this method requires that the field be "sized up" very carefully before measurements are made. First, the general shape of the field must be determined. If necessary, a rough preliminary sketch thereof should be made on scratch paper to determine how to measure the field or how to divide it into measurable plots. If the land is irregu-

lar in elevation or the length of a dimension is so great that a definite point cannot be clearly seen, the performance reporter may establish the line by sighting on a person standing on an elevation or at a convenient point. Each dimension measured shall be recorded directly on the corresponding line on the map, in order that the area of each field or plot may be determined in the county office.

Each Form SR-111 should have recorded thereon the information required in the heading thereof, the number and dimensions of each field or plot, the date of preparation, and the signature of the performance reporter. In all cases the Forms SR-111 should be checked in the county office, and if desirable, the sketch may be redrawn to a more nearly exact scale. In the case of row crops, the distance allowed around the edge of the crop area as the outside boundary thereof is one-half of the width of the average row.

The following equipment will be needed by each performance reporter:

One chain, 66 feet long, divided into tenths.

A supply of surveyor's pins.

One sketching board.

Pencils and other material necessary for making a map.

C. CALCULATING ACREAGES IN COUNTY OFFICE

Where enlargements or other accurate maps are used, field and plot acreages shall be determined in the county office by the use of planimeters or rotometers. The instructions for the care and use of planimeters and rotometers furnished by the manufacturer with each instrument must be carefully followed.

It is suggested that the county office set up a 3- by 5-inch index card similar to the following for each farm before beginning the computation of field acreages:

<u>John H. Doe</u> (Name of operator)		Farm Serial No. <u>1243</u> Enlargement Nos. <u>5000-16</u>						
Field No.	1	2	3	3a	3b	3c	4	5
Acreage								
Field No.	6	6a	6b	7	8			
Acreage								
Field No.								
Acreage								

Such a card would serve as a ready reference for field and plot acreages in completing Forms 312 and 312A, and would make it unnecessary to redetermine all field acreages under future programs.

The field numbers would be entered from Forms 312 and 312A or from the enlargement or map. The field numbers should be listed on the index card in numerical sequence in order to facilitate the location of such field numbers at the time of transfer of acreages from the card to Forms 312 and 312A.

The sum of the acreages in the various plots of a field must exactly equal the total acreage computed for the field when measured as a whole. The plot acreages shall be adjusted where necessary so that the sum of such acreages equals the total acreage in the field.

Where acreages are reported in tenths of acres, fractions of tenths amounting to half a tenth or less shall be dropped and those amounting to more than half a tenth shall be considered a whole tenth. Where only whole acres are used, fractions of acres amounting to half an acre or less shall be dropped and those amounting to more than half an acre shall be considered a whole acre.

D. MULTIPLE FARM HOLDINGS

If a person expects to file an application for payment under the 1939 Agricultural Conservation Program with respect to one farm, all farms in the same county which he operates or rents to other persons for a share of the crops produced thereon must be checked for performance.

E. REPORTS

(1) **By performance reporter.**—Each performance reporter shall mail or bring to the county office at the end of each day a report showing the farm serial numbers of all Forms 312 and 312A prepared by him that day. For this purpose the county office should furnish each performance reporter an adequate supply of "Official Business" envelopes, addressed to the secretary of the county agricultural conservation association.

(2) **By county office.**—Each county office shall mail a report to the State office on Saturday of each week throughout the period of performance checking, showing the following information for the week which ended the Thursday night of that week:

- (a) The number of farms on which performance was checked.
- (b) The approximate total tilled acreage included in the farms checked. (The 1938 tilled acreage figures may be used for this purpose.)
- (c) The labor cost of performance reporters and chainmen.
- (d) The number of farms for which field acreages were computed in the county office.
- (e) The labor cost of computing field acreages.

The State office may also require that the information in items (a), (b), and (c) above be shown for each performance reporter.

As soon as the job of checking performance has been completed in a county, the county office shall notify the State office of this fact, giving a summary of the information included in the weekly reports and also listing the serial numbers of all work sheets covering farms on which performance has not been checked.

PART II. EXECUTION OF FORM 312

Only one copy of Form 312 need be prepared, and in all cases it will cover the land covered by a single work sheet.

If one Form 312 is not sufficient for reporting all data for the farm, additional Forms 312 marked "Continuation Sheet" should be prepared, properly identified, and attached to the original form. Where additional forms are prepared, the number of such forms used shall be entered below section II of the original Form 312 in the space provided following the words "Number of additional sheets."

The entries to be made on Form 312 by the performance reporter when he visits a farm have been indicated by dotted lines. All other entries will be made in the county office.

The instructions set out below shall be followed in making entries in the spaces indicated on Form 312:

A. HEADING

State and county code and farm serial number.—Enter these numbers from the corresponding Form SR-301, "Farm Work Sheet" (or the Form SR-101, if Form SR-301 has not been prepared), before the Form 312 is taken to the field.

Enlargement numbers.—Enter the number(s) of the enlargement(s) (if used) covering the farm in question. If the farm has been assigned a number on the enlargement, such number should be entered immediately following the enlargement number(s). This information shall be entered before the Form 312 is taken to the field.

Location of farm.—Enter the location or description of the farm from the corresponding Form SR-301 (or Form SR-101), before the Form 312 is taken to the field.

B. SECTION I.—NAME(S) AND ADDRESS(ES) OF OPERATOR AND LANDLORD

Enter this information from the heading of Form SR-301 (or Form SR-101), before the Form 312 is taken to the field. If the operator is a cash, standing-rent, or fixed-rent tenant, his status shall be entered in parentheses immediately following his name. For example "(Cash Tenant)."

Where separately owned tracts of land are covered by one work sheet, the names and addresses of all landlords interested in such tracts shall be entered. Where the landlord rents the entire farm to another person for cash, standing rent, or fixed rent and the tenant who so rents the farm is not also the operator, enter the name, address, and status of such person below the name and address of the landlord. For example, "John H. Doe, Route 1, Clayton, Alabama (Cash Tenant)."

C. SECTION II.—SOIL-DEPLETING CROPS

Field No.—Enter from the enlargement or map the number of each field or plot (hereinafter referred to as field) on which a soil-depleting

crop is grown in 1939.² If two or more soil-depleting crops are grown on the same acreage in 1939, the field number shall be entered on a separate line for each such crop. For purposes of assigning field numbers on the enlargements or maps, any field which has been double cropped on only a portion thereof should be broken down into separate fields. For example, if a crop of potatoes is grown on field number 14 in 1939 and cotton follows the potatoes on one-half of such field, the portion of the field on which only potatoes are grown would be numbered 14a and that on which the cotton followed the potatoes would be numbered 14b.

Field numbers need not be listed on Form 312 in numerical order.

Name of crop.—Enter the name(s) of the soil-depleting crop(s) grown on each field. **It is essential that every soil-depleting crop grown on each field in 1939 be reported.**

The soil-depleting crop classification set out in SRB-301, and repeated below for convenience, must be strictly followed:

- (1) CORN planted for any purpose, except sweet corn or popcorn grown in home gardens³
- (2) TOBACCO harvested for any purpose.⁴
- (3) GRAIN SORGHUMS planted for any purpose.
- (4) COTTON which reaches the stage of growth at which bolls are first formed.⁵
- (5) SUGARCANE grown for any purpose.
- (6) RICE planted for any purpose.
- (7) PEANUTS harvested for nuts or dug for hay.
- (8) BROOMCORN harvested for any purpose.
- (9) ANNUAL TRUCK AND VEGETABLE CROPS (including melons and sweetpotatoes), planted for any purpose, except when grown in home gardens.
- (10) PERENNIAL TRUCK AND VEGETABLE CROPS (including strawberries) harvested for any purpose, except when grown in home gardens.
- (11) POTATOES planted for any purpose, except when grown in home gardens.
- (12) CANNING PEAS and FREEZING PEAS harvested for any purpose, except when grown in home gardens.
- (13) WHEAT planted (or considered as planted in accordance with the definition set out in SRB-301) for any purpose on farms for which wheat acreage allotments are established.

² Where the planted acreage of wheat has been reported on Form SRM-304, "Report of 1939 Wheat Acreage," in connection with the 1939 Price Adjustment Program, it will not be necessary for the performance reporter to check the fields of wheat on the farm or report them in sec. II of Form 312. In such cases, the words "Wheat from SRM-304" shall be entered on the first line of sec. II of Form 312 in the column headed "Name of Crop," and the total wheat acreage figure obtained from column C, sec. III of Form SRM-304 shall be entered on the same line in the subcolumn headed "First crop" and on the line captioned "Total Crop Acreages" in the column designated for wheat data in sec. II of Form 312. The form SRM-304 shall then be securely fastened to the Form 312, to support the total wheat acreage figure entered on the latter form and also to show the division of wheat acreage among the interested persons on the farm.

³ As used herein, the term "home garden" means acreage devoted to small fruits and vegetables which are entirely consumed on the farm.

⁴ In the case of Georgia-Florida Type 62 tobacco the notation "4/5" shall be inserted after the name of such crop in sec. II of Form 312 if the conditions set out in footnote 4, p. 21, of SRB-301 have been fulfilled. Any cover crops grown on the acreage devoted to Georgia-Florida Type 62 tobacco shall not be reported as a soil-building practice on Form 312A if the notation "4/5" is inserted after the name of such crop in sec. II of Form 312.

⁵ Acreages of cotton the staple of which is $1\frac{1}{2}$ inches or more in length shall have the notation " $1\frac{1}{2}$ inches," followed by the kind, inserted after the name of the crop and in all cases shall be considered as a general crop. Land planted to pure strains of Sea Island cotton or American-Egyptian cotton, both of which can be readily identified by their botanical characteristics, will be considered to be planted to cotton having a staple of $1\frac{1}{2}$ inches in length. All other kinds of cotton shall be considered to have a staple of less than $1\frac{1}{2}$ inches, unless it has been officially determined by the U. S. Department of Agriculture that the staple of all cotton produced on the field in question in 1939 is $1\frac{1}{2}$ inches or more in length.

- (14) WHEAT (on farms for which no wheat acreage allotments are established), OATS, BARLEY, and RYE, or mixtures containing such crops, on any farm (a) when harvested for grain; and (b) when harvested for hay, except (i) when such crops are used as nurse crops for legumes or perennial grasses of which a good stand is established in 1939⁶ and the nurse crop is cut green for hay, or (ii) when such crops are grown in a mixture containing at least 25 percent by weight of winter legumes.
- (15) SWEET SORGHUMS harvested for any purpose.
- (16) SUDAN GRASS OR MILLET harvested for grain or seed.
- (17) SOYBEANS harvested for seed for crushing.
- (18) CASTOR BEANS harvested for any purpose.

In the case of any crop found growing on the farm which may be classified as either soil-depleting or nondepleting, depending upon the disposition made of such crop, the same shall be reported as soil-depleting in section II of Form 312 and the farm operator shall be instructed to notify the county office if such crop is disposed of in a manner which would result in its being classified as nondepleting. Upon proper verification of such notice from the farm operator with respect to a given crop, the necessary corrections shall be made in sections II and III of Form 312.

Where two or more soil-depleting crops are grown on the same acreage in 1939, the names of such crops shall be entered on separate lines.⁷ In such cases the land shall, with the following exceptions, be classified as planted 100 percent to each soil-depleting crop grown thereon if the crops are grown consecutively, and shall be classified in accordance with the actual acreage occupied by each such crop if the crops occupy the land at the same time:

- (1) Where commercial vegetables (or potatoes) and sugarcane, or commercial vegetables (or potatoes) and a crop for which a special acreage allotment is established, are grown on the same acreage, 100 percent of the land shall be considered as planted to sugarcane or the crop for which the special acreage allotment is established irrespective of the width of the rows of sugarcane or the special crop, and 100 percent as planted to commercial vegetables (or potatoes) if the commercial vegetables (or potatoes) are planted in rows of normal width. If the commercial vegetables (or potatoes) are planted in rows which are approximately twice as wide as the normal spacing between rows of such crops when planted alone, only 50 percent of the land shall be considered as planted to commercial vegetables (or potatoes).

⁶ In cases where a good stand of such legumes or grasses is not on the farm at the time of final checking of performance, a good stand of such legumes or grasses shall be considered as having been established if the county committee finds that such legumes or grasses were seeded in a workmanlike manner and failure to secure and maintain a good stand was due to flood or drought conditions which prevented the establishment of a good stand on farms generally in the community.

⁷ Where a soil-depleting crop follows wheat on a given field in 1939 and the separate fields of wheat are not reported in sec. II of Form 312 by reason of the fact that the acreage of wheat on the farm has already been reported on a Form SRM-304, the fact that the crop follows wheat must be indicated after the name of the crop. For example, "Cotton, following wheat."

- (2) Where cotton and peanuts are grown in alternate rows, the entire acreage shall be reported as planted to cotton.⁸ If the distance between the rows of cotton is twice the usual distance for cotton planted alone, the classification shall later be changed to 50 percent cotton and 50 percent peanuts **in cases where the peanuts are harvested for nuts or dug for hay.**

Where a soil-depleting crop (1) is strip cropped with a nondepleting crop or land use or (2) is grown between terraces which are devoted to a nondepleting crop or land use, the entire acreage shall be considered as devoted to the soil-depleting crop and shall be reported only in section II; *Except*, That if the strips occupied by the nondepleting crop or land use are three rows or more (at least 10 feet) in width, the acreage shall be classified as part soil depleting and part nondepleting on the basis of the actual acreage occupied by the soil-depleting strips and the actual acreage occupied by the nondepleting strips (each nondepleting strip being measured from a point 21 inches from the outside of the adjoining strips of the soil-depleting crop). If a field is classified as part soil depleting and part nondepleting in accordance with the above, the data for such field shall be reported in both sections II and III.

Where the land is considered as devoted in part to one soil-depleting crop and in part to another soil-depleting crop, or is considered as devoted in part to a soil-depleting crop and in part to a nondepleting crop or land use, the name of each such crop or land use shall be followed by the fractional part of the land considered as devoted to such crop or land use; *Except*, That where small plots in a field are devoted to a different crop or land use and such plots are too small to be properly identified on the enlargement, or where terraces are considered as devoted to one crop or land use and the land between the terraces as devoted to another crop, the acreage in such small plots or the acreage occupied by the crop or land use on the terraces shall be determined by the performance reporter and entered immediately after the name of the crop to which the greater part of the field is devoted. For example, if in a field of cotton the terraces are planted to corn and the land occupied by the terraces is found to be 1.1 acres, the entry would be "Cotton (less 1.1 acres corn on terraces)" and the entry on the following line would be, "Corn (1.1 acres)."

Where two or more general soil-depleting crops are grown on separate plots in a field, the name of each such crop shall be listed on a separate line and the fractional part of the land in the field occupied by each such crop shall be approximated by the performance reporter and entered immediately following the name of the crop.

The names of the crops entered by the performance reporter must clearly identify the crops in question (and the use made of such crops, where the use determines the classification of the crops), in order that the county office may be able to determine whether the crops have been properly classified. In counties where sugarcane is grown for sugar, the notation "for sugar," "for seed," or "for syrup" should be inserted after the name of the crop, in accordance with the use made of the sugarcane grown on the farm.

⁸ In such cases, the names of the crops shall be entered on separate lines in the regular manner, and the distance between the rows of cotton shall be entered immediately following the name of that crop.

Name of producer.—Enter the name of the person who, as sharecropper, tenant, or landlord, furnishes the labor with respect to each field of special soil-depleting crops. Where a farm is composed of separately owned tracts and is covered by a Form ACP-68, Revised, the name of the landlord shall be entered above and on the same line with the name of the person who furnishes the labor with respect to each field of special soil-depleting crops. Where a share tenant who is not also the operator of the farm has a sharecropper working under him, the name of the sharecropper shall be entered on the line with the name of the crop and the name of the share tenant shall be entered on the following line. In such cases a dash (—) shall be entered in the column headed "Field No." opposite the name of the share tenant.

Fractional share.—Enter in the three subcolumns the fractional shares ($\frac{1}{4}$, $\frac{3}{4}$, etc.) or the percentage shares (30%, 70%, etc.) of each special soil-depleting crop in each field to which the landlord,⁹ operator, and tenant or sharecropper are entitled under the terms of the lease or operating agreement. If one person receives all of the crop, the word "All" shall be entered in the appropriate subcolumn. If there is only one producer unit on the farm, it is necessary to enter the fractional share only once for each crop.

Acreages—in field.—Enter in the applicable subcolumn headed "First crop" or "Following crop(s)" the acreage, expressed to the nearest tenth of an acre, devoted to each soil-depleting crop grown in each field (except as provided below with respect to the double-cropping of general soil-depleting crops or commercial vegetables). If the acreage in a field is considered as part soil-depleting and part nondepleting or the field is considered as devoted in part to one soil-depleting crop and in part to another soil-depleting crop, the entry to be made in the applicable subcolumn will be the portion of the field which is considered to be occupied by the soil-depleting crop. The subcolumn headed "First crop" will be used to record the acreage of the first soil-depleting crop grown on a field in 1939; *Except*, That where one or more general soil-depleting crops and one or more special soil-depleting crops are grown consecutively on the same field, this subcolumn will be used to record the acreage of the first **special** soil-depleting crop grown on such field; and the subcolumn headed "Following crop(s)" will be used to record the acreage of any **special** soil-depleting crop grown on a field which has been reported in the subcolumn headed "First crop" as being devoted to another **special** soil-depleting crop. For example, if cotton follows wheat (or a commercial vegetable, in counties where vegetable allotments are established) on a 10-acre field, the entries will be 10 acres for wheat (or the commercial vegetable) in the subcolumn headed "First crop" and 10 acres for cotton in the subcolumn headed "Following crop(s)"; however, if the cotton follows a general soil-depleting crop, the entry will be 10 acres for cotton in the subcolumn headed "First crop" and there will be no entry in either subcolumn for the general crop. In counties where vegetable allotments are established, if two or more crops of commercial vegetables are grown on a 5-acre field, the entry

⁹ Where the entire farm is rented to a tenant for cash, standing rent, or fixed rent and such tenant is not also the operator, the subcolumn headed "Landlord" shall be used to report the interest of such cash, standing-rent, or fixed-rent tenant in each special crop, since the landlord will not share in the soil-depleting crops in such cases.

will be 5 acres for the first such crop in the subcolumn headed "First crop" and there will be no entry in either subcolumn for the subsequent crop(s). If a general soil-depleting crop follows another general soil-depleting crop on a 10-acre field on which no special crop is grown in 1939, the entry will be 10 acres for the first such crop in the subcolumn headed "First crop" and there will be no entry in either subcolumn for the second crop.

Acreages—cotton.—If there is more than one producer unit on the farm, enter in the applicable subcolumns below the word "Cotton" the respective acreage shares of the landlord, operator, and tenant or sharecropper in each field of cotton on the farm, irrespective of whether the acreage in such field is reported in the subcolumn headed "First crop" or in the subcolumn headed "Following crop(s)." The sum of the acreage shares for each field must in all cases exactly equal the acreage in the field.

If there is only one producer unit on the farm, enter below the word "Cotton" on the line captioned "Total Crop Acreages" the total planted acreage of cotton on the farm. If the farm is operated by a share tenant or sharecropper, divide such total acreage of cotton between the landlord and the tenant or sharecropper in accordance with their respective interests in the cotton grown on the farm, and enter the resulting acreage figures in the applicable subcolumns on the line captioned "Totals." The sum of the acreages entered on the line captioned "Totals" must exactly equal the acreage figure entered on the line captioned "Total Crop Acreages."

Acreages—Blank column-headings following the word "Cotton."—Before the Form 312 is taken to the field, enter in the blank column-headings following the word "Cotton" the names of any other special acreage allotments established for the farm for 1939. After performance has been checked, enter any of the following which are applicable:

- (1) **TOBACCO** (followed by the type), if flue-cured, burley, or Georgia-Florida Type 62 tobacco is grown on the farm and no allotment is established for such crop.
- (2) **RICE**, if planted on the farm and no allotment is established for such crop.
- (3) **PEANUTS** (in counties where peanut allotments are established), if grown on the farm for market and no allotment is established for such crop.
- (4) **VEGETABLES** (in counties where vegetable allotments are established), if commercial vegetables are grown on the farm and no allotment is established for such crop.
- (5) **POTATOES** (in counties where potato allotments are established), if grown on the farm for market and no allotment is established for such crop.
- (6) **CELERY** in Manatee, Marion, Palm Beach, Sarasota, and Seminole counties, Florida, if grown on the farm and no allotment is established for such crop.
- (7) **WHEAT**, if grown on the farm and classified as soil depleting and no allotment is established for such crop.

Divide the acreage of such crops among the interested persons in the same manner as for cotton; *Except*, That if two or more crops of commercial vegetables are grown on the same acreage (either by the same

producer or by different producers), the acreage entered in the sub-column headed "First crop" will be divided among **all** of the persons who share in the crops grown on such acreage in 1939 in the proportion in which they share in such crops. To illustrate: A owns a farm with an 8-acre vegetable allotment and rents the same to B and C consecutively in 1939 on a $\frac{1}{4}$ - $\frac{3}{4}$ basis. B seeds and harvests 8 acres of commercial vegetables on the land, and after C takes possession, the latter also plants 8 acres of commercial vegetables thereon. Under this set of facts, the 8 acres will be divided 2 acres to A, 3 acres to B, and 3 acres to C.

Peanuts harvested for nuts (including those harvested for seed) are a special crop in counties where peanut allotments are established and are a general crop in all other counties, whereas peanuts dug for hay are a general crop in all counties.

Totals.—Enter at the foot of the subcolumns headed "First crop" and "Following crop(s)" the sum of the acreages entered therein; and where there is more than one producer unit on the farm, enter in the remaining subcolumns the sum of the acreage shares entered in such subcolumns.

Total crop acreages.—If there is more than one producer unit on the farm, enter in each column the sum of the totals entered on the line above for the three subcolumns.

1939 Production.—Enter in the applicable column the total 1939 production for the farm of each of the following crops listed in the column headings on line with the word "Cotton":

- (1) Wheat (expressed in bushels).
- (2) Peanuts (expressed in pounds).
- (3) Rice (expressed in bushels or barrels).
- (4) Tobacco (expressed in pounds).
- (5) Potatoes (expressed in bushels).
- (6) Celery (expressed in crates).

This information shall be secured from the farm operator by the performance reporter when he visits the farm, and will be the actual production if the crop has been harvested, or the operator's best estimate of actual production if the crop has not been harvested at the time performance is checked on the farm.

The box at the bottom of section II in the lower left corner of the form will be used for summarizing acreages of general soil-depleting crops where requested by the Agricultural Adjustment Administration. Instructions regarding the execution of this part of the form will be sent to the applicable counties at a later date.

D. SECTION III.—NONDEPLETING CROPS AND LAND USES

Field No.—Enter from the enlargement or map the number of each field tilled in 1939 or tilled in regular rotation (including such tilled land in all orchards and land seeded to a crop in the fall of 1939)¹⁰ and on which no soil-depleting crop is grown in 1939, or on which a soil-depleting crop is strip-cropped with a nondepleting crop or land use and the acreage is classified as part soil depleting and part non-

¹⁰ The farm operator should be instructed to notify the county office regarding any land which is seeded to a crop in the fall of 1939 and which was not originally reported as tilled land in sec. II or III of Form 312. The performance reporter must revisit any farm reporting such land, and proper corrections must be made in secs. III and IV of Form 312.

depleting. If two or more nondepleting crops are grown on the same acreage in 1939, the field number shall be entered only once.

Crop or land use.—Enter the name(s) of the nondepleting crop(s) grown on each field listed, or the use to which each such field is put in 1939. Where two or more nondepleting crops are grown in the same field (whether grown on different parts of the field or on the same acreage), such crops shall be listed on the same line. Where a soil-depleting crop is strip-cropped with a nondepleting crop and the acreage is considered as part soil depleting and part nondepleting, the names of both crops shall be listed on the same line in section III and each name followed by the fractional share of the land occupied by such crop; *Except*, That where small plots in a field are devoted to a nondepleting crop or land use and such plots are too small to be properly identified on the enlargement, or where the terraces in a field are considered as devoted to a nondepleting crop or land use, the acreage in such small plots or the acreage occupied by the crop or land use on the terraces will be entered in this column. Crops grown in home gardens shall all be reported under the name "Home garden." In the case of land tilled in 1939 or tilled in regular rotation and on which no crop is grown in 1939, an explanation must be entered as to why the land is idle. For example, "Idle—cotton seeded but washed out," or "Idle—wheat and summer-fallow rotation."

Acreage.—Enter the acreage, expressed to the nearest tenth of an acre, contained in each field; *Except*, That if the acreage is considered as part soil depleting and part nondepleting, the entry in this column will be the portion of the field which is considered to be occupied by the nondepleting crop or land use.

Total.—Enter the total of the acreage figures appearing in section III.

E. SECTION IV.—TILLED ACREAGE

Depleting.—Enter from section II the total of the subcolumn headed "First crop."

Nondepleting.—Enter the total acreage figure from section III.

Total.—Enter the sum of the depleting and nondepleting acreages.

Wheat or rice.—Enter in the spaces provided the wheat acreage allotment¹¹ or the rice acreage allotment, as the case may be; the applicable percentage factor (to be furnished at a later date) for converting the acreage allotment into a normal acreage figure; and the resulting normal acreage figure, obtained by multiplying the acreage allotment by the percentage factor. Strike out "wheat" or "rice," whichever is not applicable.

Sugarcane or tobacco.—Enter in the space provided for allotment the 1939 planted acreage of sugarcane for sugar or the tobacco acreage allotment, as the case may be; the applicable percentage factor (to be furnished at a later date) for converting the 1939 planted acreage of sugarcane or the tobacco acreage allotment into a normal acreage figure; and the resulting normal acreage figure, obtained by multiplying the planted acreage or acreage allotment by the percentage factor. Strike out "sugarcane" or "tobacco," whichever is not applicable.

¹¹ If 1940 wheat acreage allotments have been established at the time sec. IV is completed, use 1940 figures; otherwise, use the 1939 allotment figures. (Each county shall use either 1939 figures or 1940 figures for all farms.)

Enter in the fourth space following the words "Sugarcane or tobacco" the sum of the normal acreages of wheat or rice and sugarcane or tobacco.

Tilled acreage adjusted.—Enter the amount by which the entry following the word "Total" exceeds the entry in the fourth space following the words "Sugarcane or tobacco."

F. SECTION V.—COMMERCIAL ORCHARDS

Field No.—Enter from the enlargement or map the number of each field in planted or cultivated fruit trees, nut trees, vineyards, or bush fruits (excluding abandoned orchards and vineyards and those which had not borne a crop prior to January 1, 1939), from which the principal part of the production is normally sold. Any part of the land in orchards which is tilled in 1939 or in regular rotation shall also be reported in section II or III of Form 312.

Kind.—Enter the kind of orchard. For example, "Orange," "Grape," "Pecan."

Acreage.—Enter the entire acreage, expressed to the nearest tenth of an acre, contained in each field, even though a part of the acreage may be entered in section II or III.

Total.—Enter the sum of the acreages in commercial orchards.

G. SECTION VI.—NONCROP OPEN PASTURE LAND

Field No.—Enter from the enlargement or map the numbers of all fields of **fenced**, noncrop, open pasture land which is capable of maintaining, during the normal pasture season, at least one animal unit for each 5 acres of such pasture land. Open pasture land is that part of the pasture land on which the predominant growth is forage suitable for livestock and on which the number and grouping of any trees or shrubs is such that the land could not fairly be considered to be woodland. The normal pasture season is the period during which the pastures in the locality normally sustain livestock without supplemental feed, but in no case shall it be less than 5 months. **Care should be taken to see that no tilled land is included in the fields of noncrop, open pasture land.**

Acreage.—Enter the acreage, expressed to the nearest whole acre, in each field. (In counties where enlargements or other accurate maps are not available, the performance reporter may estimate this acreage.)

Total.—Enter the sum of the acreages of noncrop open pasture land.

Average grazing capacity.—One animal unit to ----- acres: Make no entry in this space.

Total grazing capacity.----- animal units: Make no entry in this space.

H. SECTION VII.—ADDITIONAL DATA

This section has been provided for additional performance data in counties where special provisions are applicable. The following land uses should be reported in this section in the counties indicated:

(1) **Plowing or disking under an approved green-manure crop.**—On farms for which a celery allotment is established in Manatee, Marion, Palm Beach, Sarasota, and Seminole counties, Florida.

(2) Any other land uses which the State or county office deems necessary.

I. SECTION VIII.—FLOOD OR DROUGHT

Due to an amendment to the 1939 Agricultural Conservation Program Bulletin, it is not necessary for this section to be executed.

J. SECTION IX.—SIGNATURES

The operator and the performance reporter should affix their signatures and enter the date thereof in the spaces provided. If the form is signed by an authorized representative on behalf of the operator, such person must show the capacity in which he signs.

The clerk in the county office who enters the various acreage figures will affix his signature and enter the date thereof in the spaces provided.

K. SUPPLEMENTAL FORM 312 IN CASES WHERE THE PLANTED ACREAGE OF ONE OR MORE SOIL-DEPLETING CROPS IS REDUCED BY FLOOD, HAIL, DROUGHT, INSECTS, OR PLANT-BED DISEASE

If there is more than one producer unit on the farm, a supplemental Form 312 shall be executed and attached to the original Form 312 in the following cases:

(1) Where a soil-depleting crop for which an acreage allotment was established for the farm for 1939 was seeded but, because of flood, hail, drought, or insects, failed to reach the stage of growth at which it is considered as soil depleting.

(2) Where failure to seed as much acreage as was intended of a soil-depleting crop for which an acreage allotment was established for the farm for 1939 was due to flood, drought, or plant-bed disease.

It is only necessary that sections I and II of the supplemental Form 312 be executed, since the acreage figures to be reported thereon will have already been included in the tilled acreage figure in section IV of the original Form 312 on the basis of the actual crop or land use classification of such acreage in 1939.

All columns of section II of the supplemental Form 312 shall be executed in the regular manner; Except, **That the entries will be based on acreages seeded to soil-depleting crops which failed because of flood, hail, drought, or insects, or the acreages of such crops which the farm operator indicates would have been seeded but for flood, drought, or plant-bed disease.** In each case the farm operator shall be required to point out the fields in question, and give the names of the crops which were seeded thereon, or which would have been seeded thereon but for flood, drought, or plant-bed disease, as well as the names and acreage shares of the persons who would have shared in such crops.

Where a crop is seeded but fails to reach the stage of growth at which it is considered as soil depleting, the fact that it was seeded and the reason for its failure shall be entered beside the name of the crop in section II of Form 312. For example, "Cotton seeded but failed because of flood." Where failure to seed a crop was due to flood, drought, or plant-bed disease, such reason shall be entered beside the name of the crop in section II of Form 312. For example, "Wheat would have been seeded except for drought."

PART III. EXECUTION OF FORM 312A

Form 312A is for the reporting of approved soil-building practices carried out on a farm in 1939. Only one copy of the form need be prepared, and in all cases it will cover the same land as is covered by the related Form 312. If one Form 312A is not sufficient for reporting all approved soil-building practices carried out on the farm, additional Forms 312A marked "Continuation Sheet" should be prepared, properly identified, and attached to the original form. Where additional forms are prepared, the number of such forms used shall be entered below section III in the space provided following the words "Number of additional sheets."

The entries to be made on Form 312A by the performance reporter when he visits a farm have been indicated by dotted lines. All other entries will be made in the county office.

Form 312A should be filled out, insofar as possible, at the time the related Form 312 is prepared. When practices are to be carried out in 1939 after the performance reporter visits the farm, the farm operator should be instructed to notify the county office when all such practices have been completed, in order that the performance reporter may revisit the farm and complete the Form 312A.

The instructions set out below shall be followed in making entries in the spaces indicated on Form 312A:

A. HEADING

Enter the required information from the upper right corner of the related Form 312.

B. SECTION I.—NAME(S) AND ADDRESS(ES) OF OPERATOR AND LANDLORD

Enter the required information from section I of the related Form 312.

C. SECTION II.—APPROVED SOIL-BUILDING PRACTICES CARRIED OUT

Field No.—Enter from the enlargement or map the number of each field on which an **approved** soil-building practice is carried out in accordance with the specifications issued by the State committee and approved by the Director of the Southern Division. If two or more practices are carried out on the same field, the number of the field in question shall be repeated for each such practice. Practices carried out with labor, seed, trees, or materials furnished by any State or Federal agency (except grants of aid furnished by the Agricultural Adjustment Administration) shall not be reported on Form 312A¹² except where the amount of such assistance rendered the producer by the State or Federal agency represents less than one-half of the total cost of carrying out a practice on a particular acreage.

Description of practice.—Enter a short description of each practice, in accordance with the capitalized words set out in the applicable

¹² Labor, seed, trees, or materials furnished to a State, a political subdivision of a State, or an agency thereof by any agency of the same State shall not be deemed to have been furnished by a State agency, nor shall trees purchased from a Clark-McNary Cooperative State Nursery be deemed to have been paid for in whole or in part by a State or Federal agency.

supplement ("Supplement for Area B," or "Supplement for Florida Celery Area") to this bulletin. The purpose of requiring such description is to give the county office a check on the performance reporter's number classification of each practice. Where a practice is carried out with labor, seed, trees, or materials furnished in part by a State or Federal agency and one-half credit is allowed the producer for the extent to which the practice is carried out, the notation "1/2", followed by the name of such agency, shall be entered after the description of the practice.

Practice No.—Enter the practice number of each approved soil-building practice carried out, in accordance with the designations set out in the applicable supplement to this bulletin.

Extent of practice.—Enter the acreage, feet, cubic yards, etc., of each practice carried out. For example, "12.2 acres," "2,000 ft.", etc. (See the applicable supplement to this bulletin for the unit of measure to be used in connection with each practice.) The performance reporter will make this entry for all practices except those which are expressed in acres, which must be made in the county office after field measurements have been determined. Where a notation indicating that the practice was carried out with labor, seed, trees, or materials furnished in part by a State or Federal agency has been entered after the description of a practice, the figure entered in this column shall be circled and one-half of such amount entered immediately above or to right thereof.

Factor.—Enter the factor by which the respective entry in the column headed "Extent of Practice" must be divided or multiplied to convert it into soil-building practice units. For example, "÷300," "×2," etc. (See the applicable supplement to this bulletin for the factor to be used in connection with each practice.)

Units of practice.—Enter the result obtained by dividing or multiplying (as the case may be) the entry in the column headed "Extent of Practice" by the respective entry in the column headed "Factor," carrying the result to the nearest tenth of a unit.

Enter in the space following the word "Total" at the foot of the column the sum of the units of soil-building practices entered therein.

Name of producer.—Enter the name of each producer who contributed to the carrying-out of a given soil-building practice on a particular field; that is, furnished the labor, equipment, or seed or material. **The name of the landlord shall not be entered unless he furnished one or more of these items.** Where two or more persons contributed to the carrying out of a given practice on a particular field, the name of each such person shall be entered on a separate line and a dash (—) entered in the column headed "Field No." opposite the names of all such persons except the first one listed.

Contribution.—Enter the contribution (excluding land) made to the carrying out of a given practice on a particular field by each producer whose name appears in the column headed "Name of Producer." For example, if one person did all of the work, enter "Labor"; if another furnished both the equipment and seed, enter "Equipment and seed." If only one person contributed to the carrying-out of a particular practice on a given field, the word "All" shall be entered.

Fractional share.—If more than one person contributed to the carrying out of a particular soil-building practice on a given field,

enter the interest of each such person in the units of the practice carried out on such field. This will be " $\frac{1}{2}$ " if two persons contributed to the carrying out of the practice; " $\frac{1}{3}$ " if three persons contributed; etc.

This division will be the basis for dividing the payment computed with respect to the units of a soil-building practice carried out on a particular field, unless the persons who contributed to the carrying-out of such practice on such field appear before the county committee in person and prove that their contributions to the carrying-out of the soil-building practice were not in such proportion. In the latter event, the units of the practice shall be divided in the proportion in which the county committee determines that each person contributed thereto (**with no credit being given to the landlord for furnishing the land**), and the figures previously entered in the column headed "Fractional Share" shall be circled and the corrected figures entered immediately above or to the right thereof.

Unit share.—(This column is to be filled out only in cases where more than one person contributed to the carrying-out of soil-building practices on the farm.) If more than one person contributed to the carrying-out of a soil-building practice on a field, enter the results obtained by multiplying the entry in the column headed "Units of Practice" by the respective entries in the column headed "Fractional Share," carrying each result to the nearest tenth of a unit. The sum of the unit shares for all producers who contributed to the carrying out of a particular practice on a field must in all cases exactly equal the total units of such practice carried out on the field. If the word "All" is entered in the column headed "Contribution," the entry to be made in the column headed "Unit Share" will be taken directly from the column headed "Units of Practice."

Enter in the space following the word "Total" at the foot of the column the sum of the unit shares entered therein. This figure must exactly equal the total of the column headed "Units of Practice."

D. SECTION III.—SIGNATURES

The signatures of the operator (or his authorized representative) and performance reporter shall be affixed and the date entered in the spaces provided. This shall not be done, however, until all soil-building practices to be carried out on the farm in 1939 have been completed and reported in section II of Form 312A.

The clerk in the county office who computes and enters the various unit figures on Form 312A will affix his signature and enter the date in the spaces provided.

PART IV. PREPARATION OF PERFORMANCE SUMMARY SHEET

As soon as Form 312 has been completed for a farm the performance data recorded thereon, as well as the data recorded on the related Form 312A up to that time, shall be summarized on a Performance Summary Sheet (which will be designated as Form SR-313). The Performance Summary Sheet shall be executed in duplicate, the original thereof forwarded to the farm operator immediately **and the copy retained as a permanent record in the county office.**

The Performance Summary Sheet shall be prepared substantially in the following manner:

Form SR-313

John H. Doe
(Name of farm operator)

64-003-4863
(State and county code and farm
serial number)

PERFORMANCE SUMMARY SHEET

DEAR SIR: Below is a summary of the information reported by the duly authorized performance reporter who, in accordance with the official instructions, checked your farm in connection with the 1939 Agricultural Conservation Program:

Cotton.....	23. 1 acres
Peanuts.....	28. 4 acres
Total soil-depleting crops.....	75. 5 acres
Total tilled land.....	98. 4 acres
Commercial orchards.....	5. 7 acres
Fenced noncrop open pasture land.....	62. 0 acres
Approved soil-building practices:	
Terracing.....	3, 850 feet
Seeding permanent pasture.....	5 acres
Peas (interplanted with corn).....	16. 8 acres

The above data, unless found to be incorrect, will be used in computing your 1939 agricultural conservation and price adjustment payments, if any, and in establishing acreage allotments under the 1940 Agricultural Conservation Program. If any of the peanuts are *not* harvested for nuts you should advise this office of such fact on or about November 15, 1939, in order that a recheck may be made of your peanut acreage to determine the part of such acreage which is classified as soil depleting and the part which is classified as nondepleting.

If you carry out any additional approved soil-building practices on your farm in 1939, you should notify this office as soon as all such practices have been completed. Such notice must be forwarded to this office not later than December 31, 1939, in order that the performance reporter may revisit your farm and check such practices.

If there is any error in the above figures, please inform this office at once.

Very truly yours,

(Signature) s/F. C. Clapp

F. C. CLAPP,
Secretary, Barbour County Agricultural
Conservation Association.

(Date) June 1, 1939.

Any special farm data entered in section VII of Form 312 shall also be included in the Performance Summary Sheet, since it will affect the amount of payment to be computed for the farm.

PART V. TRANSMITTING FORMS TO STATE OFFICE

Each county office shall transmit to the State office on Forms SR-315, "Transmittal Sheet," a sample lot of Forms 312 and 312A, which shall be the larger of the following: (a) 50 (or the total number in the county, if the total is less than 50); (b) 10 percent of the total number of forms executed in the county. The sample lot of forms must include a representative sample of the work of each performance reporter and of each clerk in the county office who enters the various acreage and unit figures on Forms 312 and 312A.

If the State office determines from the sample lot that the county office has not done a satisfactory job of executing Forms 312 and 312A,

the county office will be required to transmit all such forms to the State office for audit. The sample lot of performance reports (or all such reports, if required to be transmitted) will be returned to the county office as soon as possible after they have been checked by the State office. Each performance report requiring correction will have a Correction Memorandum attached explaining the errors on the form 312 or 312A, and such memorandum will serve not only as a basis for correcting the performance report in question but also as a guide in correctly executing any such forms subsequently prepared.

PART VI. STATE OFFICE AUDIT PROCEDURE

The sample lot of Forms 312 and 312A submitted by each county office shall be checked by the State office in the light of the instructions set out in this bulletin for the execution of such forms. Errors on the performance reports shall be identified on the forms themselves by the entry with a red pencil of a number immediately above and to the right of the entry which is in error. All errors on a Form 312 and the related Form 312A shall be numbered in a sequence beginning with 1. A Correction Memorandum shall be prepared for each performance report which is found to be in error, showing the number of each erroneous entry thereon, wherein it is erroneous, and how it may be corrected. The Correction Memorandum shall be prepared in substantially the following manner:

CORRECTION MEMORANDUM

(For Forms SR-312 and 312A)

COUNTY: Barbour

SERIAL No. 4863

ERROR No.	NATURE OF ERROR AND HOW TO CORRECT IT
1	Should be under "Peanuts" instead of "Cotton."
2	Total in error; should be 98.4.
3	Signature of operator required.
4	Practice number in error; should be number 12.
5	Landlord not eligible to share in practice, since he furnished only the land.

REMARKS: Several entries on Forms 312 and 312A are not clearly legible.

DATE: 6-15-39

INITIALS OF EXAMINING CLERK: J. H. B.

After the sample lot of Forms 312 and 312A for a county have been completely examined and Correction Memoranda prepared for those which are in error, the total number of errors on all such forms shall be determined. A percentage factor shall then be calculated by dividing the number of such errors by the number of performance reports checked. The Administrative Officer in Charge, on the basis of this information, shall determine whether all performance reports for the county in question shall be checked by the State office.

PART VII. SAMPLE FORMS 312 AND 312A

Form SR-313
U. S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Southern Division
March 1960

PERFORMANCE REPORT—SOUTHERN REGION 1939 AGRICULTURAL CONSERVATION PROGRAM

57-118-462

5004-16
(Enlargement numbers)

SECTION L—Name(s) and address(es) of operator and landlord.

2 miles east of Finleyson

R. D. Jones, Route 1, Finleyson, Ga.
(Operator)

L. M. Smith, 241 Polk St., Atlanta, Ga.

SECTION II.—Soil-depleting crops.

FIELD No.	NAME OF CROP	NAME OF PRODUCER	FEDERAL SHARE		In Field First crop	Following crop(s)	Cotton		Peanuts		Wheat			
			Land led	Ten-ant crop per			Land- led	Operator cropper	Land- led	Operator cropper	Land- led	Operator cropper		
3a	Corn and Peas interplanted	R.D. Jones	1/4	3/4	18.9									
3b	Cotton	R.D. Jones	1/4	3/4	17.6									
4a	Peanuts	R.D. Jones	1/4	3/4	11.3		4.4	13.2	2.8	8.5				
4b	Corn				11.4									
5a	Cotton	R.D. Jones	1/4	3/4	21.1		5.3	15.8						
5b	Cotton (H. run)	R.D. Jones	1/4	3/4	12.5		3.1	9.4	The change in the value in this field will likely be changed by 30% either way 50% increase or decrease in peanuts are purchased per acre for the year					
5c	Peanuts	R.D. Jones	1/4	3/4	—									
5d	Cabbage				—									
5e	Cotton	R.D. Jones	1/4	3/4	4.2		1.1	3.1						
7b	Cotton	G.M. Brown	1/4	3/4	13.2		3.3	3.3	6.6					
7c	Cotton	A.C. Rhodes	1/4	3/4	10.7		2.6	2.1	5.4	3.3	9.8	2.3	1.1	3.4
8a	Peanuts	R.D. Jones	1/4	3/4	13.1									
9	Wheat	A.C. Rhodes	1/4	3/4	6.8									
9	Cotton	R.D. Jones	1/4	3/4		6.8	1.7	5.1						
TOTALS					440.8	6.8	21.5	57.6	12.0	6.1	18.3	2.3	1.1	3.4
TOTAL CROP ACREAGES												24.4		6.8
1939 PRODUCTION							x x x x x x x x					19,877 lbs.		61 bu.

Number of additional sheets

SECTION III.—Nondepleting crops and land uses.

FIELD NO.	CROP OR LAND USE	ACREAGE
1	Home garden	1.4
2	Beach orchard (chain killed)	8.6
6a	Crop of grass sowed in 1939	5.3
7a	All cotton seeds taken out	9.0
7d	All cotton seeds but not out	7.8
8b	Pine	12.9
8c	Bay (gravel)	16.4
XXXX		
Total		61.4

SECTION IV.—Tilled acreage.

Depleting	140.8	Nondepleting	61.4	Total	202.2
Wheat or rice:	(Acreage)	×	(Percent)	=	
Sugarcane or tobacco:	(Acreage)	×	(Percent)	=	

Tilled acreage adjusted

U. S. GOVERNMENT PRINTING OFFICE 49-13646

SECTION V.—Commercial orchards.

FIELD NO.	END	ACREAGE	FIELD NO.	END	ACREAGE
2	Beach	8.6			
XXXX					
Total			XXXX		8.6

SECTION VI.—Noncrop open pasture land.

Field No.	6.4	1.0	Total
Acreage	32.8	12.3	45.1

Average grazing capacity: One animal unit to _____ acres.

Total grazing capacity: _____ animal units.

SECTION VII.—Additional data.

FIELD NO.	LAND USE	ACREAGE

SECTION VIII.—Flood or drought.

Was the planted acreage of soil-depleting crops on this farm reduced by flood or drought in 1939?

(Yes or no)

SECTION IX.—Signatures.

R. D. Jones
(Operator)5-17-39
(Date)Steve Frank
(Performance reporter)5-16-39
(Date)C. A. Brandt
(Computing clerk)

SUPPLEMENT FOR AREA B

(Not applicable to Florida Celery Area)

The practices listed below, **except such as are not approved for the county by reason of the fact that they are routine farming practices in such locality**, shall be reported on Form 312A for any farm on which they have been carried out in accordance with approved specifications.

Practice No.	Description of practice	Unit of measure	Factor
1	(*)% SUPERPHOSPHATE: Application of superphosphate to, or with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, Lespedeza, crotalaria, Natal grass, or permanent pasture, which are not seeded or grown with a soil-depleting crop.	Pounds	$\times \frac{(*)}{4,800}$
2	BASIC SLAG (or ROCK or COLLODIAL PHOSPHATE): Application of basic slag or rock or colloidal phosphate to, or with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, Lespedeza, crotalaria, Natal grass, or permanent pasture, which are not seeded or grown with a soil-depleting crop.	Pounds	$\div 500^\dagger$
3	LIMESTONE: Application of ground limestone or its equivalent.	Pounds	$\div 1,000$
4	STRAW (or MULCHING MATERIAL): Application of not less than 2 tons, air-dry weight, of straw or equivalent mulching materials (excluding barnyard and stable manure) per acre in orchards or on commercial vegetable land.	Acres----	$\times 1$
5	TERRACING: Construction of standard terraces for which proper outlets are provided.	Feet-----	$\div 200$
6	RIDGING PASTURE LAND: Contour ridging of noncrop open pasture land.	Feet-----	$\div 750$
7	RESEEDING PASTURE WITH (enter name of grass or legume): Reseeding depleted pastures with good seed of adapted pasture grasses or legumes.	Pounds---	$\div 10$
8	SEEDING (enter name of grass or legume): Seeding biennial legumes, perennial legumes, perennial grasses (other than a mixture consisting solely of timothy and redtop) containing perennial grasses, perennial legumes, or biennial legumes (except any of these crops qualifying at a higher rate of credit).	Acres----	$\times 1$
9	SEEDING (enter name of crop): Seeding winter legumes, Lespedeza, annual rye-grass, crotalaria, sesbania, or annual sweet clover.	Acres----	$\times 1$

*Enter the percentage of available phosphoric acid. If triple superphosphate is obtained as a grant of aid, the figure to be entered will be 48.

†If the specifications of the State committee require the application of more than 500 pounds per unit of soil-building practice, such higher figure shall be used as the factor for this practice.

Practice No.	Description of practice	Unit of measure	Factor
10	PLOWING UNDER (or DISKING UNDER or LEAVING ON LAND) OF (enter name of crop): Green manure crops and cover crops (excluding (1) Lespedeza and (2) any crop for which credit is given in 1939 under any other practice) of which a good stand and good growth is (a) plowed or disced under on land not subject to erosion, or if subject to erosion, such crop is followed by a winter cover crop or (b) left on land subject to erosion or in orchards or on commercial vegetable or potato land, or on cropland in a regular cropping rotation.	Acres ----	×1
11	SEEDING ALFALFA: Seeding adapted varieties of alfalfa.	Acres ----	×2
12	SEEDING (enter type of mixture): Seeding permanent pasture mixtures containing a full seeding of Dallis, Bermuda, carpet, or Bahia grass.	Acres ----	×2
13	MAINTAINING FOREST TREES SEEDED (enter date of seeding): Cultivating, protecting, and maintaining by replanting, if necessary, a good stand of forest trees, planted between Jan. 1, 1936, and Jan. 1, 1939.	Acres ----	×2
14	SODDING (enter name of perennial grass): Establishment of a permanent vegetative cover by planting sod pieces of perennial grasses.	Acres ----	×3
15	PLANTING KUDZU: Establishment of a permanent vegetative cover by planting crowns of Kudzu.	Acres ----	×4
16	PLANTING (enter kind of forest trees): Planting forest trees, provided a good stand is obtained and such trees are protected and cultivated in accordance with approved tree culture.	Acres ----	×5
17	INTERPLANTING (enter name of summer legume) WITH (enter name of soil-depleting crop): Summer legumes (interplanted or grown in combination with soil-depleting crops) not classified as soil-depleting, of which a good stand and a good growth is obtained and is not harvested , excluding peanuts hogged off.	Acres ----	÷2
18	CONTOUR LISTING (or FURROWING) PASTURE LAND: Contour listing or furrowing noncrop pasture land.	Acres ----	÷4
19	STRIPCROPPING: Stripcropping with alternate strips of close-grown crops and intertilled crops.	Acres ----	÷4

Bulletin issued April 20, 1939, with the approval of the Administrator, and supplement issued April 25, 1939, with the approval of the Acting Administrator.

I. W. DUGGAN,
Director, Southern Division.

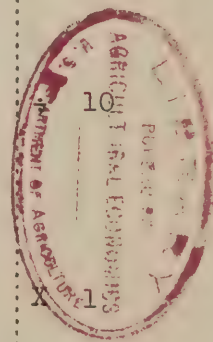
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

1939 AGRICULTURAL CONSERVATION PROGRAM - SOUTHERN REGION
Southern Region Bulletin 303B, Supplement for Florida Celery Area.

MAY 22 1939

The practices listed below, except such as are not approved for the county by reason of the fact that they are routine farming practices in such locality, shall be reported on form 312A for any farm in Manatee, Marion, Palm Beach, Sarasota, or Seminole County, Florida, on which they have been carried out in accordance with approved specifications.

Practice No.	Description of Practice	Unit of Measure	Factor
A-1	(*)% SUPERPHOSPHATE: Application of superphosphate to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, Natal grass, or permanent pasture which are not seeded or grown in connection with a soil-depleting crop.	Pounds	X $\frac{(*)}{4,800}$
A-2	BASIC SLAG (or ROCK or COLLODIAL PHOSPHATE): Application of basic slag or rock or colloidal phosphate to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, Natal grass, or permanent pasture, which are not seeded or grown in connection with a soil-depleting crop.	Pounds	+ 500
A-3	RESEEDING PASTURE WITH (enter name of grass or legume): Reseeding depleted pastures with good seed of adapted pasture grasses or legumes.	Pounds	10
A-4	STRAW (or MULCHING MATERIAL): Application of not less than two tons, air-dry weight, of straw or equivalent mulching materials, excluding barnyard and stable manure, per acre in orchards or on commercial vegetable land.	Acres	X 1
A-5	LIMESTONE: Application of ground limestone or its equivalent.	Pounds	+ 1,500



* Enter the percentage of available phosphoric acid. If triple superphosphate is obtained as a grant of aid, the figure to be entered will be 48.

Practice No.	Description of Practice	Unit of Measure	Factor
B-1	SEEDING (<u>enter name of grass or legume</u>): Seeding biennial legumes, perennial legumes, perennial grasses, or mixtures containing perennial grasses, perennial legumes, or biennial legumes (except any of such crops qualifying at a higher rate of credit under any other practice).	Acres	X 1
B-2	SEEDING (<u>enter name of crop</u>): Seeding winter legumes, lespedeza, annual ryegrass, crotalaria, sesbania, or annual sweet clover.	Acres	X 1
B-3	PLOWING UNDER (or DISCING UNDER or LEAVING ON LAND) OF (<u>enter name of crop</u>): Green manure crops and cover crops (excluding (1) lespedeza and (2) and crop for which credit is given in 1939 under any other practice) of which a good stand and good growth is (1) plowed or disced under on land not subject to erosion, or if subject to erosion, such crop is followed by a winter cover crop, or (2) left on land subject to erosion or in orchards or on commercial vegetable or potato land.	Acres	X 1
C	SEEDING (<u>enter type of mixture</u>): Seeding permanent grasses or pasture mixtures containing a full seeding of legumes or grasses, or both.	Acres	X 2
D	SODDING (<u>enter name of perennial grass</u>): Establishment of a permanent vegetative cover by planting sod pieces of perennial grasses	Acres	X 3
E	PLANTING KUDZU: Establishment of a permanent vegetative cover by planting crowns of kudzu.	Acres	X 4
F	PLANTING (<u>enter kind of forest trees</u>): Planting forest trees (including shrubs in protective plantings) provided such trees are protected and cultivated in accordance with good tree culture.	Acres	X 5
G	INTERPLANTING (<u>enter name of summer legume</u>) WITH (<u>enter name of soil-depleting crop</u>): Summer legumes not classified as soil-depleting (interplanted or grown in combination with soil-depleting crops) of which a good stand and a good growth is left on the land or plowed or disced under.	Acres	+ 2

Practice No.	Description of Practice	Unit of Measure	Factor
H	CONTOUR LISTING (or FURROWING) NONCROP LAND: Contour listing or furrowing noncrop land. (The acreage of this practice shall be computed on the basis of the area so handled, each furrow or strip being considered to occupy an area not in excess of 8 1/4 feet in width).	Acres	÷ 4

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J. W. Duggan
Director, Southern Division.

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Issued December 7, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

1939 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 303B

INSTRUCTIONS FOR CHECKING AND REPORTING PERFORMANCE
(Applicable to all farms in Area B)

The following new section L is hereby added at the bottom of page 17 of Southern Region Bulletin 303B:

L. SUPPLEMENTAL FORM 312 IN CASES WHERE PLANTED ACREAGE OF CROP
AS ORIGINALLY REPORTED DIFFERS FROM PLANTED ACREAGE AS FINALLY
DETERMINED

In cases where the producers on a farm were notified after the check of performance that the measured acreage of cotton, rice, or wheat on the farm was within the respective acreage allotment (or that such acreage was a given amount in excess of the respective acreage allotment, and the producers disposed of such excess in the required manner and within the time allowed), and after the crop was harvested it was discovered that an error was made by the performance reporter in the original check of performance on the farm or by an employee of the county office in the computing or recording of acreages, and the final measured acreage of such crop was actually in excess of the respective acreage allotment, the original form 312 shall be corrected to reflect the final measured acreage of the crop.

In the cases referred to above if the county committee finds that the producers on the farm were in no way responsible for the error in the original measured acreage and that in harvesting an acreage of the crop in excess of the allotment they acted in good faith and in the belief that they were within the respective acreage allotment, a supplemental form 312, marked "Measured Acreage as Originally Reported," shall be prepared, showing the original figures on which the report of the measured acreage was based. Such supplemental form 312, accompanied by the corrected form 312 and a statement signed by at least two members of the county committee setting forth full details of the case, shall be forwarded to the State office for consideration by the State committee. The State committee will indicate its approval or disapproval of the case by a proper notation on the bottom of the county committee's statement, over the signature of a member of the State committee.

If the State committee approves the case, the original measured acreage reported to the producers and entered on the supplemental form

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312 shall become the official 1939 planted acreage for the farm. Such official acreage shall be used as the planted acreage for all purposes except in determining the tilled acreage figure in section IV of form 312. In that connection the final measured acreage of the crop in question shall be used.

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I. W. Duggan

I. W. Duggan,
Director, Southern Division.